

Transformers Grants Programme - The Process

1. How to apply

Please read the guidelines and look at the website before submitting an application. If you need further clarification, please contact Emma Quinn or Fahad Abdi on 020 7068 6960 or email emma.quinn@elba-l.org.uk or fahad.abdi@elba-l.org.uk

You must complete the application form, using the ELBA form only, which is available to download from the Transformers web site www.transformers-l.org.uk. Please contact us to discuss any specific communications needs you may have.

Completed application forms must be submitted as a hard copy appropriately signed with an original signature and with all supporting documents attached AND an electronic copy of the application form. If you do not have access to a computer then please contact the Transformers Grants manager for further guidance.

2. Timetable

There is one remaining application round for the Transformers grants programme (Rounds one and two have already been completed). The deadlines for receiving completed applications to be considered at the grants panel meeting is:

5pm, Friday, 28 October 2011 closing date for receiving applications for final round

Applications (electronic and hard copy) received after 5pm on the closing date will NOT be accepted.

You are advised to keep proof that you have sent your application in before the closing date.

It is in your interests to ensure that your application is delivered and acknowledged well before the closing date so that you can ensure it has been received by us.

Applicants will be informed of the grants panel's decision approximately nine weeks after the closing date. You are advised to take into account the closing dates, including the response time of nine weeks, when planning your project. **Note:** projects funded in the final round are not expected to start until January 2012.

3. What should I do before completing application form

Read the Background Information and Eligibility Criteria before filling in an application form. Check that your organisation is eligible to apply, and that we can fund what you want to do.

Read the Application Guidance to ensure that you put as much correct information as you can on your application form, completing all questions and providing your supporting documents.

Send your completed application form back to us by post before the closing deadline of 5pm on Friday 28th October 2011

4. What happens when I apply?

All received applications will be acknowledged by email once we have received a hard copy of the application form with supporting documents.

Before the application is considered by the grants panel it will be checked by the Grants manager to ensure that: the application meets the Transformer's eligibility criteria. Applications that do not meet the eligibility criteria, have not been fully completed or do not contain all the relevant supporting documents will not be accepted.

Criteria for eligibility check

The application form will be checked by the Grants team who will:

- Check that the applicant is eligible to apply to Transformers (see Transformers Background Information and Eligibility Criteria).
- Check that the project is eligible for Transformers (see Transformers Background Information and Eligibility Criteria).
- Check that the application form is fully completed.
- Check that all the supporting documents are enclosed.

If your application does not meet the Transformers eligibility criteria the Grants manager will notify you by email at the end of the assessment process, listing the reason why your application was not considered. A list of all ineligible applications together with the reasons for their rejections will be circulated to the grants panel members for quality assurance purposes.

If your application does meet the Transformers eligibility criteria the Grants manager may then contact you by telephone or email to carry out a brief assessment and gather any further information that may be required. Please note this is not an indication that your application will be successful, rather it enables us to clarify any questions raised from the application, and gives us a greater understanding of your work. We may need to visit you to gather further information in support of your application. We will undertake various checks to establish the authenticity of your organisation and application.

Criteria for assessment

Following on from the eligibility decision the Grants team will write an assessment report on your project. This will be attached to your application form and circulated to the grants panel prior to their meeting.

The Grants manager will look at the following areas and grade them (Excellent, Good, Average and Poor):

Content

How innovative is the project?

How well does the project focus on Olympic themes and promote Olympic values?

How well does the project fulfil the programme outcomes?

Management

How efficiently and effectively have you delivered projects previously?

To what extent do you have experience in working with the relevant communities?

How realistic and detailed is your project delivery plan?

How realistic and detailed is your project risk assessment?

How realistic and effective is your plan for monitoring and evaluating the project?

Benefits

How effective are your plans to market the project and engage people in your work?

To what extent have you considered the needs of the people you are delivering the project to?

To what extent have you thought about ensuring people from diverse backgrounds can take part?

To what extent have you thought about engaging groups who are less likely to take part?

Finance

How well have you managed your finances previously?

How realistic and robust is your budget?

How well are the costs evidenced in your budget?

If assets are to be purchased, how appropriate is your case to buy rather than hire these?

How appropriate are the plans for the assets' future life (after the end of the project)?

Grants Panel meeting

The grants panel will discuss the merits of each application and submit their recommendations report to the Olympic Lottery Distributor Board (OLD) who make the final decision. The grants panel will comprise community representatives from five of the host boroughs, an arts expert, a sports expert, a member of ELBA's management team and will be chaired by an independent person. The panel's remit is to take feedback on the direction of the Transformers programme, review its progress, and make recommendations on grant applications that will then be ratified by the OLD board.

OLD Board meeting

The OLD Board will consider the recommendations provided by the grants panel and will make the final decision on all grant applications. Their decision is final and there is no appeal process.

If you are unsuccessful

Unsuccessful applicants will receive notification by email providing as much feedback as possible as to why their project was not chosen for funding. The feedback is for information only, as the decision is final.

Complaint process

Although you may be disappointed if we turn down your funding application the OLD Board's decision is final. However, you can complain if you think that:

- "Maladministration" has taken place (for example, if we have delayed, made mistakes in, or failed to follow the procedures in our application process).
- We have failed to give you access to information or have given you incorrect advice or information.
- We have discriminated against you or not treated you fairly.

If you are not happy with the service you have received, you should highlight your concerns in the first instance to the Transformers Grants manager in writing, by letter or mail.

If we have been unable to resolve your complaint informally, you should highlight your concerns in writing to the ELBA Chief Executive, who will investigate your complaint and provide a full written response within ten working days. His response will explain his findings and any further steps which you or ELBA may take.

Please note that making a complaint will not affect in any way the level of service you receive from us, and will not affect your chances of getting a grant from us in the future.

If you are successful

Successful applicants will receive written notification with guidance on the amount of the award, and the terms and conditions they need to comply with as part of the award.

All successful applicants will need to confirm, accept and sign the terms and conditions in writing, as no grant payment will be released to your organisation until we receive such written confirmation.

The Grant manager or Coordinator and an ELBA staff member will work closely with all successful applicants to monitor the progress of the project and provide any necessary support that the project might need.

All projects will be required to submit quarterly reports detailing expenditure and outputs against targets. There will be two monitoring visits per year to the project by the Grants manager or an ELBA staff member to check on progress and offer support.

The projects are required to submit a final/evaluation report. We will withhold 10% of the grant until a satisfactory final/evaluation report has been submitted by the grant recipient.

5. Payments

Transformers will adopt a flexible approach to payment of the grant according to the financial need of your organisation. However standard terms are:

- Payments will be made quarterly by BACS bank transfer.
- The first payment will be made on receipt of the signed grant agreement and proof of bank details. In some cases we may ask for further information about the project before the first payment is made, which will be outlined in your agreement.
- Thereafter payments will be made quarterly on receipt of the progress/monitoring report and financial claim form, with evidence of spend, such as payroll, receipts and invoices, attached.
- 10% of the total grant will be held back until the end-of-grant financial and evaluation reports are submitted and approved. These must be delivered before the end of February 2013.

Please note that 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.