

Transformers Grants Programme Frequently Asked Questions

1. My organisation is not a charity, can we still apply?

Your organisation may still apply but must demonstrate its not for profit status, and we can only fund projects that meet our eligibility criteria.

2. Do you fund national charities?

Yes, provided the project activities that they are requesting funding for are projects delivered in the London 2012 Olympic and Paralympic Games host boroughs, namely Greenwich, Hackney, Newham, Tower Hamlets and Walthamstow.

Organisations based outside the named boroughs will need to prove a strong link in delivering projects in these boroughs; they must demonstrate that they have the necessary skills and experience to tackle the issues these communities are faced with.

3. What about charities with branches?

You can only apply to us if no other branch of the same organisation has received funding from us. You are advised to speak to us if you think this might apply to your organisation, as it will save time and disappointment if you sort this out before making your application.

4. Do you fund projects run by churches, mosques or other faith groups?

Your organisation may apply, but must demonstrate its not for profit status and that the project you are requesting funding for meets our eligibility criteria. You must show that it is open to all communities and does not involve the advancement of any particular faith.

5. Do you fund Social Enterprises?

Yes, social enterprise organisations are eligible to apply for the Transformers Grants programme as long as they satisfy our eligibility criteria.

6. Can we sub-contract the delivery of the project for which we have been awarded the grant to another organisation?

No, organisations who receive a Transformers Grant must not sub-contract the work of delivering the project to another organisation. If this situation does occur, the grant will be immediately terminated and will have to be paid back.

7. Do you consider consortium/partnership bids?

Yes. You must select one organisation to be the lead applicant on behalf of the consortium/partnership, and the financial/organisational information must be that of the applicant organisation. Any grant will legally be the responsibility of the trustees of that organisation. You must also give a clear account of why a consortium/partnership is needed and how it will manage the project.

8. How many grants can an organisation apply for?

An organisation can only apply for one grant. You can only receive one grant per year.

9. How much can we ask you for?

Grants are available between £10,000 to £20,000 p.a.

Please note that any payments that are made can only be made into a bank account that is in the name of the organisation that is applying for a grant and will deliver 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.

10. Is there any flexibility on the £20,000 maximum total per year for grants awarded to one organisation?

No.

11. Are grants awarded 'all or nothing'?

No. The level of grant awarded is often different from that requested. The Grants manager may discuss this with you at the initial assessment stage, so it is unlikely to come as a surprise. This can be for a number of reasons (beside our own budget constraints). You may have over-budgeted; you may have added things which are not really part of the same project; you may have asked for more than is reasonable in relation to the maximum amount of grant we can award; or we may take the view that you could find some of the costs from another source.

12. Do you provide grants specifically to cover the costs of running a charity?

No. We only fund the cost of the project. However we recognise that core costs are incurred in the delivery of good services and are willing to consider allowing up to 15% of the grant awarded to be allocated towards core costs.

13. We will have to close next month if we cannot get any more money. Can you help?

No. It is highly unlikely that we would be in the position to help as the Transformers Grants programme has a very specific time remit.

14. Do you fund retrospective costs?

No. Under the Transformers Grants programme we will not cover any costs for project activities that have taken place prior to you receiving a grant offer letter from ELBA. Hence interested organisations are advised not to commence their projects until after the date the Grants Panel meets to make a decision on your application and you are informed of the result of that decision.

15. Does the Transformers grant require match funding?

No. However if the cost of your project is higher than the maximum amount of grant that we can award you need to tell us what other funders are already involved or have been approached.

16. We have a good project which meets your funding criteria and current funding for it is about to expire. Can you help?

Possibly. We might consider awarding a grant to extend good work on the expiry of funding from another donor where the work meets our priorities. Please remember in your planning that our grants panel meets every six months and we do not fund retrospective costs that have accrued prior to you being informed that we have awarded you a grant.

17. What do you mean by – “how would you minimise the environmental impact of your project”?

As part of our contribution to accelerating the shift to a low carbon economy, we are encouraging all our grant recipients to adopt better environmental practice when delivering their project. Many changes such as better use of IT, heating, lighting, equipment and travel are simple to make and can save your organisation money, as well as helping the planet.

18. Do you visit projects?

Yes, the Grants manager or a member of the ELBA team may visit your organisation as part of the assessment process. Following the award of the grant we will visit your organisation again as part of monitoring the progress of the project.

19. What is the timeframe of the project that you fund?

The maximum time we will fund a project for is two years.

Please note that Transformers will close in December 2012. Any costs incurred while delivering the project after December 2012 will not be covered.

20. Will the funded organisation be penalised for not achieving the outcome targets for their project?

All funded projects will be monitored closely and where we identify that an organisation is not meeting the project outcomes, we will meet to discuss and identify the reasons why. However, if the situation persists, and no reasonable progress is made, we will consider renegotiating the KPIs or their outcomes, reducing the funding available to the organisation, or withdrawing the funding altogether.

21. How do we apply?

You must complete the Transformers’ application form that can be downloaded from the ELBA website. Any other application format will not be considered. Please contact us to discuss any specific communications needs you may have.

22. Can I e-mail my application?

Application forms must be submitted as a hard copy, appropriately signed AND as an electronic copy either by e-mail, memory stick or CD-ROM.

23. Do you have deadlines for the receipt of applications?

Yes. The deadline for receipt of final applications to be considered at the grants panel meetings is:

5pm, Friday, 28 October 2011

final closing date for receiving applications

Please note that applications (electronic and hard copy) received after 5pm on the closing date will not be accepted. You are also advised to keep proof that you sent your application in before the closing date.

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 meeting dates including the response time of nine weeks when planning your project.

24. I do not know how to fill in the financial information. What should I do?

Get help from someone who can because it is very important. We use the financial information to assess your organisation in a number of ways. If you get it badly wrong, we may wonder whether you can manage a grant properly. Your finance worker, accountant or council for voluntary service should be able to help. The financial data we request on our application form is designed to reflect the same financial data as the SORP requirements set out in the Charities Act. So if your accounts meet the SORP requirements it should not be too difficult.

25. What happens if my application is successful?

All applicants are informed in writing of the grants panel's decision on their application nine weeks after the closing deadline, if the application is successful. The letter will be accompanied by a copy of the Transformers Grants Programme standard terms and conditions, which should be signed by the organisation's Chair or Treasurer and returned promptly. This does not constitute a request for payment. The organisation should write to ELBA when it is ready to start using the grant - this letter should be signed by whoever signed the Terms and Conditions.

26. We had our proposal rejected - can we re-apply?

Yes, you can re-apply again for the third and final round.

Your application must meet the Transformers eligibility criteria. Please note re-applying after you have been rejected does not guarantee that your application will be successful.

27. Do you provide feedback on why our proposal was rejected?

Yes, we provide feedback when we tell you our decision.

28. We are not happy with your decision. Can we appeal?

No, you cannot appeal any decision made by the Olympic Lottery Distributor board, as their decision is final.

However, if you have any complaints about how we have handled your proposal, you should contact the Grants manager in writing. If you are not satisfied with the response you receive, 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.

29. How will our grant be paid?

Payments are made by bank transfer and can take up to a week from receipt of request, providing any or all relevant conditions have been met.

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 will deliver out 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.

30. I have received a grant. Do I have to provide a report or update once the money has been spent?

You must provide a quarterly progress report and financial claim form (together with evidence such as payslips and timesheets, receipts and invoices attached) every three months until the end of the project. You must provide a final report to show whether you have met the project's outcomes.

31. My organisation has been awarded a grant- when can we expect payment?

Please refer to the requirements set out in your grant offer letter. Once these have been met we will pay your grant. If we have delayed payment of your grant, for example whilst you are able to raise further funds, you must notify us when you are ready to start the project.

32. We are ready to start our project but we haven't received the grant payment?

Please make sure that you have returned the signed copy of the Transformers Grants Programme terms and conditions.

33. I have done all the above but we still haven't received the payment?

Once you have met our payment criteria, a grant payment can take up to five working days to be processed. However if you are still concerned please contact the Grants Manager or Grants Coordinator.

If you have a question that is not answered by the Guidance Notes or the Frequently Asked Questions, please contact Emma Quinn the Transformers Grants Manager or Fahad Abdi the Grants Coordinator on 020 7068 6960 or email emma.quinn@elba-1.org.uk or fahad.abdi@elba-1.org.uk