

Capacity Building Fund – Develop - application questions and tips

Please read the [grant guidance document](#) before [submitting your application online](#), to help you plan your responses we've listed all questions below and included some helpful tips on completing your application

All questions must be completed unless this guidance indicates you don't need to complete a question.

Missing information will result in a delay in your application being considered.

Section 1: Your organisation and contact information	
It is important that you complete this section fully so that we are able to communicate with you about your application	
Name of organisation	Insert the name of your organisation
Name of project (if different to your organisation name)	You may have a specific name for the project you are seeking funding for, please let us know what it is here. If you don't, please just mark it as n/a
First contact name	Please provide a first and last name – this should be the person from your organisation you want us to correspond with in relation to your application, we will use this person as our primary contact
First contact position	Please tell us the role that this person holds within your organisation
First contact email	Please provide an email address which can be used to correspond with the first contact about your application
First contact telephone	Please provide a contact telephone number for your first contact
Second contact name	As above but these should be for a second contact in your organisation whom we can contact if we are unable to get in touch with your first contact. This individual must be an officer from your management board
Second contact position	
Second contact email	
Second contact telephone	
Full address of organisation (this is the address we will use for correspondence)	This is the postal address that your organisation uses to receive correspondence
Address where project will be delivered if different to above	This is where you will be running your project, for example you may be hiring a room in a community building. We will not send correspondence to this address unless you ask us to. If this address is the same as above please mark this as n/a
Your activities	Please tell us whether or not your main beneficiaries are resident in Telford and Wrekin and whether or not the activities will also be solely based in the borough
<ul style="list-style-type: none"> The organisations main beneficiaries are resident in the Borough of Telford and Wrekin 	Please answer 'yes' or 'no' as appropriate

<ul style="list-style-type: none"> The activities outlined in this application will be carried out solely within the Borough of Telford and Wrekin 	
What type of organisation are you?	<p>You will be given the following options, please select the relevant option for your organisation</p> <ul style="list-style-type: none"> A community/voluntary group A registered charity Social Enterprise with an asset lock clause Other not for profit organisation Not yet set up <p>If you are a registered charity or social enterprise you will be asked to provide your charity or company number. If you select 'other not for profit organisation' you will be asked to detail what this is</p>
When was your organisation established	Tell us when your organisation was established, this does not need to be precise, a month/year will be sufficient
Does your organisation have governing documents?	<p>Governing documents are a set of documents which set out the purpose of your organisation and how your organisation is to be run. Please tell us if you have these in place or not by selecting 'yes' or 'no'.</p> <p>If you do not have formal governance in place please contact us before submitting your application to discuss further.</p> <p>If, after that discussion you go on to submit your application please indicate whether you intend to formalise the organisation with governing documents in the next 12 months</p>
What kind of governing documents does your organisation have? (Please include a copy of your governing documents with your application)	<p>Please indicate what type of governing documents you have in place by selecting the relevant box. If you select 'other' you will be asked to tell us what your governing documents are.</p> <p>You must submit a copy of your governing documents with your application</p>
Section 2: Your Organisations Finances	
Account year ending	<p>Over the next few questions you will be asked to provide a summary of your accounts, in this question please tell us the year that these accounts ended.</p> <p>If your organisation has not been running long enough to have produced its first yearly accounts, please indicate the date that you expect your first set of accounts to be produced</p>
Total income for the year	Please tell us the total income for your organisation to the year ending as noted above
Total expenditure for the year	Please tell us the total expenditure that your organisation has accrued to the year ending as noted above
Surplus or deficit at year end	Please then tell us the value of your organisations end of year surplus or deficit by subtracting the total expenditure from the total income
Total reserves at year end	Please tell us the total reserves you have at the end of the year

<p>Have your accounts been independently audited?</p>	<p>Indicate 'yes' or 'no' by selecting the relevant button</p>
<p>Is your organisation VAT registered?</p>	<p>Some not for profit organisations may be able to claim charity VAT relief or may be able to reclaim the VAT they pay. If you are able to do this the grant you receive will not cover the cost of VAT or will only cover the element of VAT you are required to pay. The costs you provide should reflect the amount of VAT you pay that you cannot reclaim.</p> <p>If you are not VAT registered please include the full costs of your project.</p> <p>For more information on Charities and VAT visit the government website</p> <p>Indicate 'yes' or 'no' by selecting the relevant button.</p> <p>If you are VAT registered please also provide your VAT registration number.</p>
<p>Subsidy Control – has your organisation received any other public sector financial assistance over the past 3 years? This includes funding from Government Bodies, the European Commission or Bodies in receipt of lottery funds. (This includes your whole organisation, not just the element carrying out the project for which you are seeking funding)</p>	<p>This question is aiming to capture any funding that you have received that might be seen as a 'Subsidy' as there is a restriction on the amount of funding an organisation can receive from Public Sector bodies within a 3 year period. This applies to organisations who receive a large amount of funding from Public Sector bodies, so this may not affect your organisation.</p> <p>“Public Sector Financial Assistance” includes all funding received and going to be received by the recipient from public sector bodies. This includes funding from the European Commission, government bodies (whether national or local) or bodies in receipt of lottery funds from the National Lottery Distribution Fund.</p> <p>Subsidy</p> <p>Subsidy's occur whenever state resources (e.g. tax payer's money) are used to provide assistance that gives organisations an advantage over others. It can distort competition, which is harmful to consumers and companies.</p> <p>The Subsidy Control Act allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements, this is known as Minimal Financial Assistance (MFA).</p> <p>MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period. The applicable period is:</p> <ul style="list-style-type: none"> • The elapsed part of the current financial year (i.e., from 1 April), and • the two financial years immediately preceding the current financial year <p>Subsidies can take various forms including grants, loans, guarantees, equity investments, tax breaks, provision of products or services at below market prices etc.</p> <p>If you are unsure about whether the information above may affect your application please find further information at</p>

	<p>https://www.gov.uk/government/collections/subsidy-control-regime or email grant.applications@telford.gov.uk for further guidance.</p> <p>Please indicate your answer by selecting the appropriate button.</p> <p>If you have received any funding that might be seen as a “Subsidy” please tell us what this is by detailing the source of funding, how much was received and the date when this was received</p>
<p>Section 3: Tell us about your project</p> <p>This section will help us to understand what your project will achieve and whether your application meets our priorities</p>	
How many full-time paid staff work for your organisation?	Please tell us the number of individuals involved, you do not need to tell us how much support they offer. This is for the whole of your organisation, not just the project you are requesting funding for
How many part-time paid staff work for your organisation?	Please tell us the number of individuals involved, you do not need to tell us how much support they offer. This is for the whole of your organisation, not just the project you are requesting funding for
How many people sit on your management committee?	Please tell us the number of individuals involved, you do not need to tell us how much support they offer. This is for the whole of your organisation, not just the project you are requesting funding for
How many volunteers and helpers (unpaid) support your organisation?	Please tell us the number of individuals involved, you do not need to tell us how much support they offer. This is for the whole of your organisation, not just the project you are requesting funding for
How many members or participants do you currently have?	Please tell us the number of members or participants currently involved with your organisation. This is for the whole of your organisation, not just the project you are requesting funding for
Are there any other people involved in your organisation? If so, how many and in what capacity?	You might have people involved in your organisation that don't fit into the categories above, please use this space to tell us about how many are involved and in what way. This is for the whole of your organisation, not just the project you are requesting funding for
<p>Does your organisation involve work with vulnerable children and/or adults?</p> <p>Children and young people (0-18)</p> <p>Vulnerable adults</p> <p>If yes, will you have appropriate policies and procedures in place relating to working with these groups?</p> <p>Do you require additional support in respect of this?</p>	<p>For each of the statements on the left you will need to indicate 'yes' or 'no' by selecting the relevant button.</p> <p>If you do work with these groups you will need to have appropriate policies and procedures in place, additional information can be found at the end of the application form and in the guidance document.</p> <p>There is help available if you feel you need additional support in respect of this, if you would like support, please indicate so on your application form and we will get in touch with you</p>
What activities does your organisation currently carry out?	Please tell us about what your organisation currently offers, what your activities are, who you support and what the outcomes are for those you support and the wider community
Which of the Council's Priorities would your proposed project help	As a Co-operative Council, we work together with our residents, partners and local organisations to collectively deliver the best we can for Telford and Wrekin. To do this we have identified a number of

<p>to deliver? (you must help at least one)</p>	<p>priorities, more information can be found here. Please indicate which of the Council Priorities listed below your project will help to deliver by selecting the relevant button(s)</p> <p>You must support at least one priority and can support multiple priorities.</p> <ol style="list-style-type: none"> 1. Every child, young person and adult lives well in their community 2. Everyone benefits from a thriving economy 3. All neighbourhoods area a great place to live 4. Our natural environment is protected – we take a leading role in addressing the climate change emergency 5. A community-focussed innovative council providing efficient, effective and quality services
<p>Which of the Development grant priorities does your proposed project support? (you must support at least one priority)</p>	<p>You will need to tell us which of the grant priorities your project will support, you must support at least one priority and can support multiple priorities. The priorities are:</p> <ol style="list-style-type: none"> a) Support the most vulnerable individuals and communities in Telford and Wrekin b) Provide early intervention and prevention based solutions c) Reduce social isolation and encourage community involvement d) Reduce demand on high cost council services e) Tackle community issues f) Support individuals wellbeing and promote self help g) Complement existing services already being delivered
<p>When do you anticipate that you will start delivering your activities?</p>	<p>This is the anticipated start date, if you do not have a precise date yet a month will be sufficient. You will be expected to start your project within 6 months of receiving the grant</p>
<p>Please tell us about the project you are seeking funding for, including what you intend to do and how you intend to do it</p>	<p>This section is really important, you should use it to tell us about your proposed project, this will help us to understand whether or not your project meets the aims of the Develop grant. Please try to tell us as clearly and concisely as you can about what your project will involve</p>
<p>How will the project be different to the services you currently provide?</p>	<p>You may already provide a service; this fund is not intended to support those services already operating but rather to encourage the development of new and innovative services to meet local need. We therefore need to know how what you are proposing is different to what you already do</p>
<p>How do you know that this project is needed in your community?</p>	<p>We want to offer funding to organisations where there is a real local need, where people have spoken up and said that they would like to see something like your proposal locally and that it would make a difference. Tell us how you have come to the conclusion that either a new project or development of your organisation is needed to support the needs of the community. For example, you may have noticed an increase in antisocial behaviour and a lack of opportunities for local young people. You may have spoken to your target audience and asked them about the kind of things they would like to do. You may have noticed that local elderly residents only go out to go to the shops and enjoy no social opportunities and have spoken to others in the community and uncovered that this problem is more widespread. You may have identified a need that in your current position you are unable to fulfil</p>

<p>What are the strengths of your community and how will this project build on these?</p>	<p>This is about identifying the strengths of your community rather than just identifying what is wrong and needs to change. These strengths can help you meet your projects aims. For example, you may have a strong youth presence, good facilities or people who are keen to volunteer their time to improve the community and life for those around them. Your project may seek to develop volunteer opportunities for people to make a difference so that community spirit is encouraged rather than diminished through lack of opportunity</p>
<p>Who will benefit from this funding and how? (Please include the number of beneficiaries)</p>	<p>It's important that we understand who is going to benefit from your organisation receiving this funding. This could be a particular demographic within the local community, for example young parents/carers, older isolated people etc. Tell us who your project is aimed at and how they will benefit. For example young parents/carers may benefit from having the opportunity to attend weekly groups with other parents/carers.</p> <p>If your request for funding is to develop your organisation rather than provide a particular project this development should also have a desired outcome and impact on a group of beneficiaries, tell us about that here. For example you may request funding to develop your organisation to a point where you could take over a community facility, this would mean that the facility could remain open offering services to your community</p>
<p>Will your project be open to all members of the community?</p>	<p>We expect projects to be open to all who want to be involved, unless you can give an appropriate reason for why this would not be the case.</p> <p>Please answer 'yes' or 'no' by selecting the relevant button.</p> <p>If you plan to restrict who can take part in your project you will be given the opportunity to explain your reason so that we can see if we agree that this meets the aims of the fund and is consistent with the Council's responsibilities relating to equality. Further information on the Council's responsibilities can be found here</p>
<p>How does your organisation ensure equal opportunities in delivering its activities?</p>	<p>Tell us how you ensure that all have an equal opportunity to benefit from your project and the activities you provide, this may involve adapting your service to meet individual needs</p>
<p>What are the anticipated timescales of your project (please note projects should start within 6 months of receipt of this grant, but no earlier than eight weeks of the application being submitted)</p>	<p>Please tell us when you anticipate your project will start and how long it will run for</p> <p>(You will be asked to upload a more detailed table showing an overview of the timescales and activities involved in delivering your project at the end of the application. In this you should include key milestones, approximate start dates of the milestone and duration – see 'Section 6' for further detail)</p>
<p>What outcomes will be achieved through this funding?</p>	<p>Please tell us about the outcomes your project will achieve, outcomes are the changes or the effects on people as a result of taking part in your activities. So, using the example above of young parents/carers, through attending a group they could create strong peer relationships and learn new parenting skills resulting in greater emotional health and wellbeing and an improved relationship between parent and child.</p>

<p>How will you measure these outcomes?</p>	<p>Please tell us how you will measure these outcomes, this includes telling us what success for this project would look like and how you will monitor this, i.e. what monitoring will you put in place and how will you evaluate your monitoring materials? Monitoring allows you to understand whether you are doing what you say you would do and what difference you are making. Some examples of monitoring techniques are:</p> <ul style="list-style-type: none"> • Getting quantitative data from your attendance register on who attended and when • Questionnaires or evaluation forms, for example these may be to rate the overall effectiveness of the project or you may devise a wellbeing questionnaire at the beginning of the project to be recompleted by attendees at various points throughout the project • Interviews with individuals or focus groups with multiple people • Log of compliments and complaints received • Observing and recording progress on an individual basis and where appropriate on a group basis
<p>What benefits will the wider community gain from your organisation? (Known as "added social value")</p>	<p>Added social value refers to outcomes that your project will achieve in addition to the target outcomes, these outcomes are described as social, economic, environmental or community regeneration. So, for example, your project may be aiming to reduce local unemployment, however in doing that you may create a volunteer project which includes aspects of looking after the local environment or maintaining the gardens of those that are no longer able to do so themselves. Alongside moving that individual towards employment the project would have wider benefits relating to the community as a whole and the environment as well as offering an isolated person some social contact and supporting individuals to remain in their home through managing their garden for them</p>

Section 4: Your funding request

This section will tell us about the amount of money you are asking for and what it will contribute towards

<p>Are you applying to other grant giving bodies to contribute towards the cost of the project you have outlined in your application?</p>	<p>Please answer 'yes' or 'no' by selecting the relevant button.</p> <p>If you answer yes, you will be asked the following questions:</p> <p>What is the total value of funding you have requested from other sources?</p> <ul style="list-style-type: none"> • Please tell us the total amount of money you have applied to other funding sources for <p>Have you received a response yet?</p> <ul style="list-style-type: none"> • You will be asked to answer either <ul style="list-style-type: none"> ○ 'No' ○ 'Yes – successful' ○ 'Yes – unsuccessful' <p>If not when do you anticipate you will hear back?</p> <ul style="list-style-type: none"> • Please tell us roughly when you expect to hear a response from your other applications <p>If you're successful with your application(s) to other funders would funding from the Capacity Building Fund still be required?</p> <ul style="list-style-type: none"> • Please answer 'yes' or 'no' by selecting the relevant button and if 'yes' please explain why you would still require additional funding from the Capacity Building Fund
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<p>Does your organisation have a bank account set up in the organisation's name with at least two unrelated signatories?</p>	<p>Your organisation must have a bank account that is in the organisations name and has at least two signatories on the account. These signatories must be unrelated, related can mean:</p> <ul style="list-style-type: none"> • related by marriage • in a civil partnership with each other • in a long-term relationship with each other • related through a long-term partner • living together at the same address • related by blood. <p>Please let us know whether or not you have this in place by clicking the relevant button.</p> <p>If you do not have a bank account another organisation may be willing to receive the grant money on your behalf and be responsible for administering the money. Taking on this responsibility does not affect that organisations right to apply to this grant in their own right.</p> <p>If you don't know of an organisation, that's ok, we will talk to you about this should your application be successful</p>
<p>Total amount of funding you are requesting from the fund</p>	<p>Please tell us how much funding you are requesting from the Capacity Building Fund – Develop Grant. Please refer to the Grant Guidance document to find out how much you can apply for</p> <p>(At the end of the application you will be asked to upload a spreadsheet (which you can download from our website) detailing what this grant funding will contribute towards. This should include the individual items, the total cost for each item and how much of the grant funding will contribute towards it – see Section 6 for further detail)</p>
<p>Total cost of your project</p>	<p>Please tell us the total cost of the project you wish to carry out (this may be more than the amount you are requesting from the fund)</p>
<p>Your costs</p> <p>The costs you provide must be accurate, have you sourced quotes?</p> <p>Are the costs above inclusive of VAT?</p>	<p>You will need to answer each of the statements on the left with a 'yes' or 'no' answer</p> <p>Before submitting your application you are required to get quotes for your project, this will ensure that you can carry out the project within the budget that you have allocated and also ensure you get best value for money.</p> <p>You may be able to reclaim VAT or pay reduced VAT</p>
<p>Please tell us how the items you are requesting this funding for will support you to develop your organisation</p>	<p>Please tell us how the items you would use this grant funding for will support you to meet the outcomes that you've outlined this project will achieve. You should be able to demonstrate that these items are necessary in order to be able to achieve your outcomes.</p> <p>The items requested should be reflective of the rest of your application, there should be a clear link between what you intend to do and the items you request funding for.</p>
<p>Please tell us how your project will be sustained once this funding has been used</p>	<p>Priority will be given to projects with long-term impact so it's therefore important that you consider how you will be able to continue with your project after this funding has ended. Use this space to tell us your plans, for example you may plan to charge for your sessions or you may intend to apply for other grants. You may have developed links</p>

	with local businesses who've agreed to sponsor your organisation or provide the resources you require. Your application may include requesting funds for items that are a one-off cost and therefore will minimise your future running costs
Section 5: Your match funding	
Total amount of cash match funding you have secured	Please tell us the total amount of cash match funding you have for this project, this may be from your own resources or funding received from elsewhere such as local or national grants, donations from businesses etc. Depending in the amount of grant funding you are requesting, cash match funding may be a requirement so please ensure you have read the Guidance Document to ensure your application is eligible.
Please tell us about your cash match funding, including the value, where you have received it from and whether or not this funding is confirmed	In this section please tell us where you have received your match funding from, how much you have available to contribute towards the project and whether or not this is confirmed funding. So for example, you may tell us Awards for All Grant – National Lottery Community Fund, £10,000, confirmed Envirogrant - Veolia - £1,000 – not yet confirmed Own fundraising - £500 – confirmed
You may have identified free of charge contributions (known as 'in-kind'), these might be resources or people's time or goods. Please indicate if you have identified any in-kind contributions	In-kind can mean resources or people's time and goods supplied or given to your organisation free of charge, this can include individuals' time which has been given to support the development of the organisation. Please let us know whether or not you have received this type of support by selecting either the 'yes' or 'no' button.
Please tell us the estimated value of the in-kind contributions	This section asks you to attach a value to the in-kind contribution that is being given to the project. So, for example, if you are receiving free venue hire you would total how much this should ordinarily cost. If you are being provided with free equipment, you should estimate how much it would cost you to hire or purchase that equipment. If you are including the volunteer time given by individuals you can use the hourly rates below to calculate an estimated value of in-kind volunteer time. Using these hourly rates to calculate and include in your funding application also means that everyone is calculating at the same rate. Project management/manager/supervisor - £19.98 per hour Administration/Project worker - £13.44 per hour General duties/other - £10.60 per hour
Section 6: Checklist for submitting your application	
Your 'Timescales & Costs spreadsheet'	Please complete the document titled – 'CBF Develop - Timescales & Costs spreadsheet' which you can download from our website . The document has two tabs to complete, more details on what to include can be found below. Once completed it should submitted to grant.applications@telford.gov.uk

Timescales

Please indicate the milestones you expect to take place during the course of your project. Please provide your milestones in weeks, i.e. the number of weeks since your start date, for example:

Week	Approximate start date	Key milestone
1-2	01/01/2024	Ensuring policies and procedures are in place and up to date
1-3	01/01/2024	Commence recruitment of volunteers/staff to run the project
4-5	22/01/2024	Induction of new volunteers/staff
5	29/01/2024	Active recruitment of people to the project
6-52	05/02/2024	Delivery of project
30	23/07/2024	Start evaluation
30-52	23/07/2024	Developing the way forward for the project

Costs

This is where you tell us what the grant fund monies would be spent on.

Your costs must be accurate.

The “Cost of item” column should indicate the total cost of your intended piece of work/purchase, including VAT. The ‘Cost net of VAT’ column should detail the cost of that item minus any VAT payable. Whilst the ‘Amount requesting’ column should indicate how much you are requesting from the fund towards this item.

Please indicate the total cost for each column at the bottom of the table.

For example (in the example below the applicant cannot reclaim VAT):

Item	Cost of item	Cost net of VAT	Amount requesting
Design and production of posters	£75	£60	£75
Insurance	£125	£125	£75
Total	£200	£185	£150

Please email copies of the following documents to grant.applications@telford.gov.uk
We will not be able to review your application until we have received these documents

- Timescales & Costs Spreadsheet ([please download from our website](#))
- Governing Documents
- Safeguarding policies and procedures
- Equality, Diversity and Inclusion Policy
- Insurance certificate

You are required to submit the documents listed on the left with your application. You can do this by emailing them to grant.applications@telford.gov.uk

Upon review of your application we may ask for further documentation depending on the proposed activities detailed in your application form.

- Copies of last year's accounts
- Copies of quotes

(Depending upon the proposed activities funded by this grant, we may ask to see other documentation considered necessary for exercising due diligence.)