

## Capacity Building Fund – Develop - tips for completing your application

All questions must be completed unless this guidance indicates you don't need to complete a question. If a question is not applicable to you please state n/a so that we know that you have considered this question. Missing information could result in a delay in your application being considered.

<b>1. It is important that you complete this section fully so that we are able to communicate with you about your application</b>	
1.1	Insert the name of your group/organisation
1.2	You may have a specific name for the project you are seeking funding for, please let us know what it is here
1.3	Select your type of organisation
1.4	Tell us when your organisation established, this does not need to be precise, a month/year will be sufficient
1.5	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.  If you do not have formal governance in place please contact us before submitting your application to discuss further.  If, after that discussion you go on to submit your application please indicate whether you intend to formalise the group with governing documents in the next 12 months.
1.6	Please indicate what governance documents you have in place by selecting the relevant box. If your answer to question 1.5 is "no" you do not need to answer his question
1.7	This is the address that your group uses to receive correspondence and the one which we will use to send your grant agreement to if you are successful
1.8	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
1.9	Please tell us whether or not your main beneficiaries are resident in Telford and Wrekin and whether or not the activities will also be based in the borough
1.10	These are the contact details of people within your group that we can get in touch with to discuss your grant application. Unless they are unavailable we will use your first contact as our primary contact
<b>2. This section will help us to understand your organisations finances</b>	
2.1	Please indicate the date of your most recent accounts, your total income for the year and total expenditure of the year.  Please then tell us the end of year surplus or deficit by subtracting the total expenditure from the total income.  The final box can be used to tell us the final reserves you have at the end of the year

	If your group 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 in the “account year ending” box
2.2	Indicate yes or no by selecting the relevant box
2.3	Indicate yes or no by selecting the relevant box  If you are registered for VAT any grant payments will be made net of VAT. You should show costs without VAT. Please provide your VAT registration number. If you are not VAT registered you should include the full costs of your project. (HMRC will be able to provide accurate and up to date information on this)
2.4	<p>This question is aiming to capture any funding that you have received that might be seen as ‘State Aid’ 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>State Aid</p> <p>State aid can 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 in the EU.</p> <p>The European Commission allows public funding up to a maximum amount (de minimis aid). The total de minimis aid which can be given to a single recipient / organisation is €200,000 (approx. £164,500) over a 3-year financial period. This can be given for most purposes and is not project-related. The sterling equivalent is calculated using the Commission exchange rate applicable on the written date of offer of the de minimis funding.</p> <p>This ceiling takes into account all public assistance given as de minimis funding over the previous 3 financial years and which can take various forms (e.g. grants, loans, business rates relief and other subsidies, etc.).</p> <p>De minimis aid cannot be given for export related activities (except attendance at trade fairs), agriculture and fisheries or aid favouring domestic over imported products.</p> <p>If you are unsure about whether the information above may affect your application please email <a href="mailto:get.involved@telford.gov.uk">get.involved@telford.gov.uk</a> for further guidance.</p> <p>Please indicate your answer by selecting the appropriate box and if you have received any funding that might be seen as “State Aid” please tell us what this is by detailing the source of funding, how much was received and when this was</p>
<b>3. This section will help us to understand what your project will achieve and whether your application meets our priorities</b>	
3.1	Please tell us the number of individuals involved, you do not need to tell us how much support they offer
3.2	Tell us about what you currently offer, what your activities are, who you support what the outcomes are
3.3	Indicate yes or no by selecting the relevant box. 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. 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
3.4	We need to understand what you will use this funding for, please try to tell us as clearly and concisely as you can what your project will involve. It is important that you give as much detail as you can in this section so that we can see if we agree that this meets the aims of the fund
3.5	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
3.6	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
3.7	We want to offer funding to groups 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 a 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 your elderly neighbours only go out to go to the shops and talked to others in the community and uncovered that this problem is more widespread. You may have identified a need but in your current position be unable to fulfil it
3.8	<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 Mums, older isolated people etc. Tell us who your project is aimed at and how they will benefit. For example young Mums may benefit from having the opportunity to attend weekly groups with other mums.</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, tells 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>
3.9	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. If you plan to restrict who can take part in your project you should use this section 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 <a href="#">here</a>
3.10	Tell us how do you ensure that all have an equal opportunity to benefit from your project
3.11	Priority will be given to projects with long term impacts so it is 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 with local businesses who have agreed to sponsor your group or provide the regular resources you require. Your application may include requesting funds for items that are one off costs and therefore will minimise your future running costs
3.12	This is the anticipated start and finish 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

3.13	<p>Please indicate the milestones you expect to take place during the course of your project, as you will have given us the anticipated start date please provide your milestones in weeks, i.e. the number of weeks since your start date, for example:</p> <table border="1" data-bbox="220 226 1465 573"> <thead> <tr> <th data-bbox="220 226 411 293">Week</th> <th data-bbox="419 226 643 293">Approximate start date</th> <th data-bbox="651 226 1465 293">Key milestone</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 304 411 360">1-2</td> <td data-bbox="419 304 643 360">01/01/2021</td> <td data-bbox="651 304 1465 360">Ensuring policies and procedures are in place and up to date</td> </tr> <tr> <td data-bbox="220 371 411 405">1-3</td> <td data-bbox="419 371 643 405">01/01/2021</td> <td data-bbox="651 371 1465 405">Commence recruitment of volunteers/staff to run the project</td> </tr> <tr> <td data-bbox="220 416 411 450">4-5</td> <td data-bbox="419 416 643 450">22/01/2021</td> <td data-bbox="651 416 1465 450">Induction of new volunteers/staff</td> </tr> <tr> <td data-bbox="220 461 411 495">5</td> <td data-bbox="419 461 643 495">29/01/2021</td> <td data-bbox="651 461 1465 495">Active recruitment of people to your project</td> </tr> <tr> <td data-bbox="220 506 411 539">6-52</td> <td data-bbox="419 506 643 539">05/02/2021</td> <td data-bbox="651 506 1465 539">Delivery of project</td> </tr> <tr> <td data-bbox="220 551 411 584">30</td> <td data-bbox="419 551 643 584">23/07/2021</td> <td data-bbox="651 551 1465 584">Start evaluation</td> </tr> <tr> <td data-bbox="220 595 411 629">30-52</td> <td data-bbox="419 595 643 629">23/07/2021</td> <td data-bbox="651 595 1465 629">Developing the way forward for the project</td> </tr> </tbody> </table>	Week	Approximate start date	Key milestone	1-2	01/01/2021	Ensuring policies and procedures are in place and up to date	1-3	01/01/2021	Commence recruitment of volunteers/staff to run the project	4-5	22/01/2021	Induction of new volunteers/staff	5	29/01/2021	Active recruitment of people to your project	6-52	05/02/2021	Delivery of project	30	23/07/2021	Start evaluation	30-52	23/07/2021	Developing the way forward for the project
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3.14	<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 mums, through attending a group they could create strong peer relationships and learn new parenting skills resulting in greater emotional health and wellbeing and improved relationship between parent and child.</p>																								
3.15	<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 (if not there may be valid reasons for this) and what difference you are making. Some examples of monitoring techniques are:</p> <ul style="list-style-type: none"> <li>• Getting quantitative data from your attendance register on who attended and when</li> <li>• Questionnaires or evaluation forms, for example these may be to rate the overall effectiveness of the project or you may seek to devise a wellbeing questionnaire at the beginning of the project to be recompleted by attendees at various points throughout the project</li> <li>• Interviews with individuals or focus groups with multiple people</li> <li>• Log of compliments and complaints received</li> <li>• Observing and recording progress on an individual basis and where appropriate on a group basis</li> </ul>																								
3.16	<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>																								
3.17	<p>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 priorities, more information can be found <a href="#">here</a>. Please indicate which Council priority your group will help to deliver by selecting the relevant box</p>																								
3.18	<p>Indicate which grant priority your group will help to deliver by selecting the relevant box.</p>																								
<p><b>4. This section will tell us about the amount of money you are asking for and what it will contribute towards</b></p>																									
4.1	<p>Detail the amount you are requesting from the fund</p>																								
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4.3	<p>If you have received funding from other sources to support this project please tell us the total amount you have received/are to receive. For example you may have held fundraising activities, applied to other local or national grants or received money from local businesses.</p> <p>If you do have additional funding please let us know about this funding by telling us the value, who is providing it and whether this has been confirmed or not in the table.</p>												
4.4	<p>In-kind can mean resources or people's time, goods supplied or given to your group free of charge, this can include individuals time which has been given to support the development of the group. Please detail the types of support you have received in-kind</p>												
4.5	<p>Estimate the value of this in-kind support, if you are including the time given by individuals you can use the hourly rates below to calculate an estimated value of in-kind volunteer time:</p> <p>Project management/manager/supervisor - £16.97 per hour  Administration/Project worker - £12.35 per hour  General duties/other - £9.92 per hour</p> <p>Using these hourly rates to calculate and include in your funding application also means that everyone is calculating at the same rate.</p>												
4.6	<p>This is where you tell us what the grant fund monies would be spent on.</p> <p>These costs must be accurate,</p> <p>The "total cost" column should indicate the total cost of your intended piece of work/purchase whilst the "amount requested" column should indicate how much you are requesting from the fund. Please indicate the total cost for each column at the bottom of the table and also indicate whether or not you have sourced quotes for your costs</p> <p>For example:</p> <table border="1" data-bbox="220 1128 1305 1267"> <thead> <tr> <th>Item</th> <th>Total cost</th> <th>Amount request</th> </tr> </thead> <tbody> <tr> <td>Design and production of posters</td> <td>£75</td> <td>£75</td> </tr> <tr> <td>Insurance</td> <td>£125</td> <td>£75</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td>£200</td> <td>£150</td> </tr> </tbody> </table>	Item	Total cost	Amount request	Design and production of posters	£75	£75	Insurance	£125	£75	<b>Total</b>	£200	£150
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4.7	<p>Tell us how the items you will be purchasing with this grant will support you to meet the outcomes that you have outlined that this grant 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>												