

## Capacity Building Fund – Get Started – 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.

| <b>Section 1: Your organisation and contact information</b>                                                                                              |                                                                                                                                                                                                                                                  |
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| 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                                                                                                                                                                                                             |
| First contact name (this should be the person we can contact about your application)                                                                     | 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 (this should be the person we should contact if your first contact is not available)                                                 | 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 involved in the development of your organisation                    |
| 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 <ul style="list-style-type: none"> <li>The organisations main beneficiaries are resident in the Borough of Telford and Wrekin</li> </ul> | 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<br><br>Please answer 'yes' or 'no' as appropriate                            |

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| <ul style="list-style-type: none"> <li>The activities outlined in this application will be carried out solely within the Borough of Telford and Wrekin</li> </ul>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Your status, are you;</p> <ul style="list-style-type: none"> <li>A group of people with an interest in starting an organisation in your area</li> <li>Informal group that already meet but would like to put formal governance in place</li> <li>A Not for profit organisation</li> </ul> | <p>The status of your organisation, this is your current position in terms of setting up your organisation, you might be in the very first stages of an idea, you may already be meeting but need to move to the next stage of formalising your organisation or you may already have governance in place</p> <p>Please answer 'yes' or 'no' as appropriate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>What type of organisation are you?</p>                                                                                                                                                                                                                                                    | <p>You will be given the following options, please select the relevant option for your organisation</p> <ul style="list-style-type: none"> <li>A community/voluntary group</li> <li>A registered charity</li> <li>Social Enterprise with an asset lock clause</li> <li>Other not for profit organisation</li> <li>Not yet set up</li> </ul> <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>                                                                                                                                                                                                                                                                                                                                                                  |
| <p>When was your organisation established</p>                                                                                                                                                                                                                                                | <p>Tell us when your organisation was established, this does not need to be precise, a month/year will be sufficient</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Does your organisation have governing documents?</p>                                                                                                                                                                                                                                      | <p>Governing documents are a set of documents which set out the purpose of your organisation and how your organisation is to be run. You don't need to have these in place to apply for this grant so if you haven't got them that is fine.</p> <p>Remember if you do not have governing documents in place you can apply for up to £100, however if you go on to set up formal governance arrangements you can then apply for additional top up funding to take your grant to a maximum of £300, i.e. if you received £100 originally you can apply for up to a further £200 once you have formal documents in place.</p> <p>If you have governing documents you can apply for up to £300</p> <p>Please tell us if you have these in place or not by selecting 'yes' or 'no'.</p> <p>If you don't have them please indicate whether you intend to formalise the organisation with governing documents in the next 12 months</p> |
| <p>What kind of governing documents does your organisation have? (Please include a copy of your governing documents with your application)</p>                                                                                                                                               | <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 if you already have these in place</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Section 2: Tell us about your organisation

This section will help us to understand what you are setting your organisation up to do and whether your application meets our priorities

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| When do you anticipate that you will start delivering your activities?                                                                                                                                                                                                                                                            | This is when you will start delivering your activities to your target audience. It doesn't need to be a precise date; a month will be sufficient if you haven't already established a start date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Which of the Council's Priorities would your organisation help to deliver? (you must help at least one)                                                                                                                                                                                                                           | <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 of the Council Priorities listed below your organisation 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"><li>1. Every child, young person and adult lives well in their community</li><li>2. Everyone benefits from a thriving economy</li><li>3. All neighbourhoods area a great place to live</li><li>4. Our natural environment is protected – we take a leading role in addressing the climate change emergency</li><li>5. A community-focussed innovative council providing efficient, effective and quality services</li></ol> |
| Which of the Get Started grant priorities does your organisation support? (you must support at least one priority)                                                                                                                                                                                                                | <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"><li>a) Support the most vulnerable individuals and communities in Telford and Wrekin</li><li>b) Provide early intervention and prevention based solutions</li><li>c) Reduce social isolation and encourage community involvement</li><li>d) Reduce demand on high cost council services</li><li>e) Tackle community issues</li><li>f) Support individuals wellbeing and promote self help</li><li>g) Complement existing services already being delivered</li></ol>                                                                                                                                                                                                                                                                             |
| What does your organisation do/or intend to do and how will you do this?                                                                                                                                                                                                                                                          | Tell us about the aims of your organisation and the activities you intend to carry out once you are set up and how you will do this. For example, you may have identified that older adults are socially isolated and plan to develop services to combat this. You may be getting a group of interested volunteers together to plan how you are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                                                                                                                                                                  | going to offer a service which will help to reduce social isolation, you may have identified a venue and be able to tell us about the type of activities that you will plan and deliver. If you have long term ideas/plans you can also tell us about these. For example in the example mentioned you may plan to extend this to twice weekly once established or alternatively offer more diverse activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| How do you know that your organisation is needed in your community?                                                                                                                              | We want to offer funding to organisations where there is a real local need, where people have spoken up and helped you develop your proposal knowing it will make a difference to their community. Tell us how you have come to the conclusion that a group such as yours is needed. 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                                                                                                                                                                                                                                                                                                         |
| What progress have you made in setting up your organisation? (if applying to “top-up” following your original application please tell us what progress you have made since receiving your grant) | <p>We want to know what you have achieved so far in setting up your organisation and what’s next. Things you could tell us about include, identifying a particular need in your community and the activities you plan to carry out to meet those needs, pulling together a group of people interested in developing a project to meet that need. Your progress in developing your governing documents, registering as a charity, recruiting trustees and allocating roles. Completing DBS checks where appropriate, setting up a bank account for the organisation, developing policies and procedures, identifying a venue, etc. Don’t worry, you don’t need to have all these things in place to apply for this grant you may be working towards them.</p> <p><b>“Topping up”</b></p> <p>If you are using this form to apply for top up funding since your original application please tell us what progress you have made since you received the funding, including how the initial grant has made a difference and enabled you to progress</p> |
| Who will benefit from this funding and how? (Please include the number of beneficiaries)                                                                                                         | It’s important that we understand who is going to benefit from your organisation, this could be a particular demographic within the local community, for example young parents/carers, older isolated people etc. Tell us who your organisation is aimed at and what outcomes you hope the organisation will achieve for that audience. For example young parents/carers through attending a group 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Will your organisation be open to all members of the community?                                                                                                                                  | <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’ as appropriate</p> <p>If you plan to restrict who can take part in your project you will be asked 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                                                                                       | responsibilities relating to equality. Further information on the Council's responsibilities can be found <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| What benefits will the wider community gain from your organisation?                                                   | Your project may not only impact on the people who use it but the wider community too, for example your project may improve the environment, or improve relationships between groups of people leading to positive outcomes for the community. It may influence and improve outcomes for individuals and their families                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| How many volunteering opportunities will your organisation create and what roles will this include?                   | For example you may have volunteers to help run the session, or activities outside of the session itself such as helping you to run the organisation, if you are formally governed you may have volunteer roles for chair, treasurer etc. Please tell us the number of opportunities and the roles that this includes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Please tell us how your organisation will be sustained once this funding has been used                                | 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 with local businesses who have agreed to sponsor your organisation or provide the regular resources you require. Your application may include requesting funds for items that are one off cost and therefore will minimise your future running costs                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Section 3: Your funding request</b>                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Does your organisation have a bank account set up in the organisation's name with at least two unrelated signatories? | <p>You 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"> <li>• related by marriage</li> <li>• in a civil partnership with each other</li> <li>• in a long-term relationship with each other</li> <li>• related through a long-term partner</li> <li>• living together at the same address</li> <li>• related by blood.</li> </ul> <p>Please let us know whether or not you have this in place by selecting 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> |
| Total value of funding you are requesting                                                                             | Please tell us how much funding you are requesting from the Capacity Building Fund – Get Started Grant. Please refer to the Grant Guidance document to find out how much you can apply for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Your costs</p> <p>The costs you provide must be accurate, have you sourced quotes?</p>                             | <p>You will need to answer each of the statements on the right 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <p>Are the costs above inclusive of VAT?</p> <p>Are you eligible to pay reduced VAT or reclaim VAT paid on goods and services?</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, we will ask you to provide quotes that indicate the cost of the goods/services you will pay for with this grant net of VAT. For more information on Charities and VAT <a href="#">visit the government website</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Please tell us how the items you are requesting this funding for will support you to start your organisation</p>                                                                                    | <p>Please tell us how the items you would use this grant funding for will support you to start up your organisation. You should be able to demonstrate that these items are necessary in order to be able to achieve your aims.</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>Have you/will you receive funding from other sources to start-up or have you applied and not heard back yet?</p>                                                                                    | <p>You may have funds that you are contributing to the start-up of your organisation and you should tell us about those here. Please answer 'yes' or 'no' as appropriate</p> <p>If you have, you will be asked to tell us where you have received this funding from, how much you have available to contribute towards your start-up and whether or not this is confirmed funding. So for example, you may tell us;</p> <p>Envirogrant from Veolia - £200 – not yet confirmed<br/>Own fundraising - £500 – confirmed</p> <p>You will also be asked whether funding from the Capacity Building Fund would still be required if you're successful with your application(s) to other funders?</p> <p>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</p> |
| <p>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</p> | <p>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.</p> <p>Please let us know whether or not you have received this type of support by selecting either the 'yes' or 'no' button</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Estimated value of in-kind contributions</p>                                                                                                                                                        | <p>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.</p> <p>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</p> <p>Project management/manager/supervisor - £19.98 per hour<br/>Administration/Project worker - £13.44 per hour<br/>General duties/other - £10.60 per hour</p>                                          |

## Section 4: Checklist for submitting your application

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

- Costs spreadsheet (in relation to your grant request - please [download from our website](#))
- Governing Documents (if you already have them)
- Safeguarding Policy and procedures (if you already have them)
- Equality, Diversity and Inclusion Policy (if you already have this)
- Insurance certificate (if you already have this)

Please complete the document titled – ‘CBF Get Started - Costs’ which you can [download from our website](#). Once completed the document should be submitted to [grant.applications@telford.gov.uk](mailto:grant.applications@telford.gov.uk). More details on what to include can be found below.

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

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.

These costs must be accurate

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               |
| <b>Total</b>                     | <b>£200</b>  | <b>£185</b>     | <b>£150</b>       |

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

Please tell us which of the following you already have in place.

- Governing documents
- Safeguarding policies and procedures
- Equality, Diversity and Inclusion Policy
- Insurance certificate

You may have already started to develop documents in relation to your organisation. Tell us which of the documents on the left you have and haven’t yet developed.

Remember, if you don’t have a governing document yet you can only apply for £100