

The New Needs Fund Application Guidance - Top tips

Pre application:

- First read the guidance notes and confirm you are eligible to apply and that your project meets the funding criteria.
- If in doubt talk to the Grants Team – to confirm eligibility and address any queries
- Before the final closing date make sure you have all the required supporting documentation. When uploading please upload each document as one item rather than separate pages. **We require most recent accounts, a recent, current account, bank statement, safeguarding documents, equality policy, and governing document.**

During application:

- Check your budget calculations and ensure you can deliver on spend and project targets. Any grant awarded will need to be spent over a short period and by mid February 2021. Only apply for expenditure that you can incur during this time. In October/November 2020 we will verify all awards over £10,000, as well as a sample of other projects under £10,000, to ensure projects are on target to spend on time.
- Keep your answers concise and honest, there is no need to go above 300 – 500 words.
- Tell us about the project you are requesting funding for and clearly show the need you are aiming to meet.
- Make sure you link the identified need with the fund criteria/objectives.
- Complete all the questions on the application form and do this honestly accurately and concisely, e.g. committee details.
- Submit all of the required documents per the guidance notes, e.g. governing document.
- Talk to the Grants Team for advice if needed!

What we are looking for in terms of application responses:

Section 1: Organisation

Please provide the overall aims and objectives of your organisation and the activities/services your organisation provides

- Provide a concise summary of your organisation, including aims, objectives and the activities and services it provides.

Section 2: Project

This section focuses on the project at the heart of your application.

Please tell us how your community has been adversely affected by the threat of coronavirus, and how your community has come together to address these challenges.

We want to hear how your community has come together to support those most in need as a result of the coronavirus crisis. Who and how have members of your community been affected?

Examples might include a number of local groups coming together in partnership to support older isolated individuals with food and fuel.

Another example might include your community of interest that you have always supported, but who have been more adversely affected by the crisis. For example those with poor mental health, who you might have had to support in different ways, such as through online counselling provision.

Please explain how this funding will help organisations and communities to respond better, addressing new needs appearing as a result of the Coronavirus and where restrictions mean finding new ways of meeting existing needs.

We want to hear here how your organisation and community or community of interest have been more affected by this crisis. How have you had to adapt to continue to work and support your beneficiaries, or how you plan to adapt, to enable you to continue to support those most in need at this time.

We want to see projects thinking about how they will adapt, while also preparing to meet any new needs.

We want to support projects to meet these needs, and that might therefore include supporting salary costs for delivery, as well as general core costs with running your organisation to enable you to continue to provide this much needed support.

How will your request help organisations and communities to #build back better, helping to ensure organisations can thrive and continue to provide medium to longer-term support to communities?

Be clear here about how this support will enable your organisation to build back better, and ensure that those most in need at this time continue to be supported.

You may need to look at your governance, and IT systems, and ways of working to enable your beneficiaries to be supported.

You may need to allocate staff time to review your organisational development as a result of the crisis, to help guide how you might adapt.

We want you to think about your community and community of interest and what needs they might now have, and tell us what you're thinking about in terms of how you might be able to help them thrive. Tell us the expected outcomes/actions delivered as a result of the project. Be as specific as you can, for example: reduction of isolation, enhanced well being etc.

Please explain how you are co-ordinating/linking with other groups or agencies in your area, to avoid duplication. How you will ensure that there will be equality of access to, and benefit from, activities across religious and political beliefs?

We really value and recognise how local communities have supported those most in need as a result of this crisis. We want to ensure that everyone in need has access to support. We want to ensure equality and equity in terms of access to our financial support. For this reason, we want you to think about how your organisation and your activities will work both within and outside traditional communities.

You must also tell us about other funders that you have applied to for this financial support and whether such funding is secured or pending. This will ensure that we can avoid duplication of funding, and that we are able to support the right financial and project needs of your organisation.

Section 3: Impact

- This section should reflect the people who will benefit directly from the project.

Think about the potential impact and outcomes you will achieve with this project. For example reduction of isolation, enhanced skills for those who have lost their jobs.

Think about the number of people you hope to support. **Be realistic, and ensure that you do not overestimate these numbers.**

Section 4: Budget

- Be clear and concise in budget headings
- Consider eligible and ineligible costs
- Capital costs include equipment you need, for example a new laptop to provide online counselling
- Staff and office/overhead and premises costs (max 20%) will include rent, heat, light, general salary costs associated with the organisation
- Operational/activity costs will include staff costs specifically associated with delivery of the project, and can be 100% of the amount requested if it is clear that the costs are directly associated with programme delivery, which is in line with the fund priorities
- Please ensure your bank details are added correctly and in line with the details on your bank statement submitted. Please be clear as to who the bank signatories are, and identify any that are related

Supporting documents:

Please ensure that you have all documents submitted alongside your full application. Each document must be saved as one file. If you have any queries around whether your documents have been submitted correctly, or not, please check with the Grants Team.

Declaration:

Please be aware of the terms and conditions of this award. We want to ensure you are happy with how we will hold your personal information, and make you aware of any clauses that you will have to abide by, if you are successful in receiving funding.

Post application:

- Keep a record of your application.
- If you are unsuccessful, ask for feedback to help improve your chances of success for future projects.
- If successful, ensure that you spend the money as agreed in your letter of offer, and keep any receipts that you may have, and evidence of the numbers attending, and evaluations for events. This will help you complete your end of grant form when your project is complete.
- Ensure you complete your end of grant monitoring form on time. If you are having any problems with your project, in particular spend, please contact the Grants Team as soon as you can, to discuss.
- Take photographs and ask those who participated in your project for quotations and case studies. This will help show the real value and impact that your project has had.
- And finally, use the learning to think about how you might be able to develop the project further. Think about what other funds you might apply for, to further develop the project.

Finally, Good Luck!