

Birmingham Fairer Futures Fund – Citywide Small Grants

Application questions

This document is to be used as guidance to support writing your application, it can not be submitted as an application and does not contain generic organisational questions required when submitting your full application.

Guidance (Page 2 /13)

Please note that we do not score questions individually. Some have a higher word count because we require more information from you. The questions are designed so that we can determine if your project, activity, or service meets the criteria and so that we can ensure we have all the information the panel require to make a decision. If we think there is some information missing a member of the team will contact you.

Impact Section: please ensure the impact measures & categories selected/number of beneficiaries are realistic and achievable and you are collecting this information throughout the life of your project, activity, or service. These will form the basis for your end of grant reporting.

Before completing this application form, please refer to our [Fund Fact Sheets](#) for details of the funding programmes available.

If you are unsure about applying or have any other queries then please contact our Grants Team on 024 77800 520 or e-mail us: info@heartofenglandcf.co.uk and we will be happy to help. Good luck and we look forward to receiving your completed application

Organisation Details (Page 6 /13)

Are you part of a larger regional or national organisation?

Is your organisation new and has not yet produced a set of annual accounts?

What was your organisation's income over the last complete accounting year?

What end date do the accounts relate to?

Expenditure over last complete accounting year?

What were your unrestricted reserves at the end of your last complete accounting year?

Unrestricted Reserves - Money shown in your accounts at the end of the financial year that can be spent on whatever the management committee see fit. The Charity Commission recommends organisations have 3-6 month unrestricted reserves.

Please explain your reserves

How many of each of the following are involved in the organisation?

Full time paid staff / workers

Part time paid staff / workers

Volunteers

Management Committee or Trustees

Project, Activity or Service Details (Page 8 /13)

Project, Activity or Service name Project name (255 character limit)

If you do not have a name for the project, activity or service that is ok.

Requested funding start date:

Requested funding end date:

If your project, activity or service is on-going, you should enter the start and finish dates of the funding period.

Tell us about your organisation and the overall work you do (250 word count limit)

How will you ensure people know about this project, activity or service and that you will reach the people you want to help? (250 word count limit)

Please describe your organisation's approach to safeguarding. What are your safeguarding risks and what measures do you take to reduce them? (250 word count limit)

How many volunteer hours will contribute to this specific project, activity or service? (4 character limit)

Project, Activity or Service Details (Page 9 /13)

How many people will benefit from this funding? (4 character limit)

We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the Project, Activity or Service at the end of the grant period.

Which constituency(s) is your project based in?

Please select multiple constituencies if you are based at multiple locations

Please provide the postcode where most of the people who would benefit from this funding come from?

Which of the grant themes does your project primarily address? (drop down selection)

What community(s) of identity or experience is you project designed to reach? (drop down selection)

What specific health and well-being inequality(s) is your project designed to impact?

Clearly outline how you have identified an evidence-informed need for this specific priority, relating to a community(s) of identity or experience? (250 word count limit)

How long will your project run

1, 2, or 3 years

Please outline your project. (500 word count limit)

Please provide details of: The objectives of the project and the intended impact, How you will ensure engagement and participation from the target citizen group, Innovation in addressing long-standing health and wellbeing inequalities, Partnerships that will add value to the project, The delivery model for achieving your objectives – an evidence-informed approach to making on impact on the identified FFF priority theme, Timescales and key milestones.

Clearly set out how you will measure project impact – what information will you collect on participants, activity and outputs? (250 word count limit)

Budget (Page 10 /13)

To help us understand what you're planning to spend the money on, we would like you to provide a breakdown of your costs:

Are there any staff costs?

- Please give details showing how you have calculated staff costs
- Requested amount
- Total cost

Are there any volunteer costs?

- Number of volunteers and breakdown of 'out-of-pocket' volunteer expenses
- Number of volunteers and breakdown of 'out-of-pocket' volunteer expenses
- Requested amount
- Total cost

Are there any operational/activity costs?

- Itemise individual cost elements to the delivery of the project, activity or service.
- Requested amount
- Total cost

Are there any publicity costs?

- Clarify what these costs will fund.
- Requested amount
- Total cost

Are there any office, overhead, premises costs?

- Costs related to the delivery of this project/activity only - you may wish to highlight this as a percentage or as apportioned costs
- Requested amount

- Total cost

Are there any capital costs?

- Cost per item & how many items
- Requested amount
- Total cost

Please provide three quotes for each capital item that costs more than £500 – upload required

Do you have any other costs that you wish to add?

Project, Activity or Service Costs (Page 11 /13)

How much are you applying for (including VAT)?

These are the amounts you've entered on the previous page

What is the total cost of the project, activity or service?

These are the amounts you've entered on the previous page

Please provide details on how the remaining balance will be covered and whether it has already been secured. (250 word count limit)

Additional documents (Page 12 /13)

If you are applying to us for the first time using this form, you need to attach all of the following documents. If you have applied to us using this form within the last 12 months, you only need to attach a recent bank statement.

Please do let us know if you require support with governance for your organisation. All documents should be up-to-date and in line with the latest changes to legislation. You will need a named designated safeguarding lead as part of your policy.

Support is available on our [website](#)

- Bank statement from within the last 3 months - We require an official Bank Statement not a transaction list - upload required
- Copy of Governing Document e.g. Constitution, Mem & Arts - upload required
- Equal Opportunity Policy - upload required
- Annual accounts - upload required
- List of committee members - upload required
- Safeguarding policy - upload required