

Small Grant Application Form

Gateway questions

1. Proposed project title *

2. I represent a charity or a community-based not-for-profit organisation which is formally constituted and can evidence this on request. *

☐ Yes

3. My organisation has a turnover of less than £1million each year. *

☐ Yes

4. I am seeking grant funding of between £5,000 to £10,000. *

☐ Yes

5. The proposed activity is confined to the Greater London area and targets predominantly people who are London residents. *

☐ Yes

6. The proposed activity will take place between March 2017 and March 2018. *

☐ Yes

7. My organisation has a bank account (registered in the name of the applicant organisation) into which a grant can be paid.

☐ Yes

8. My project: *

- ☐ increases volunteering amongst 59-69 year olds who are about to leave the workforce or have just left it. This volunteering will encourage them to use their skills for the benefit of the community.
- ☐ increases the number of volunteers who support older people to access the community services and support that they need.

9. My organisation is registered on the Team London website. *

- ☐ Already posting opportunities on the Team London website
- ☐ Will advertise opportunities on the Team London website on receipt of the grant

10. Which areas is your project focused on? (You should focus on at least one to be eligible for a grant).

*

- | | |
|---|---|
| <input type="checkbox"/> Arts and culture | <input type="checkbox"/> Housing and homelessness |
| <input type="checkbox"/> Cross-generational | <input type="checkbox"/> Mentoring and coaching |
| <input type="checkbox"/> Education | <input type="checkbox"/> Older people |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Refugees and migrant communities |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Health and wellbeing | |

11. Which of the following items of documentation can you produce on request? We do not need to see this documentation but it should be available. [If you are a new organisation and do not have two years of audited accounts then we can accept a statement of your current turnover, profit and loss and cash flow position].

[Example health and safety policy](#)

*

- ☐ The most recent audited accounts or a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form
- ☐ Public liability and employer's liability insurance policies
- ☐ Volunteer policy including assurance of appropriate DBS / CRB checks for volunteers
- ☐ Health and safety policy or equivalent
- ☐ Equality and diversity policy or equivalent
- ☐ Organisation's governing document (i.e. Articles of Association or your constitution)

12. Are you already in receipt of funding from Team London – either as the lead organisation, or as a partner in the delivery of a project or particular activity? *

☐ Yes
☐ No

13. Are you related to or have you had any contact relating to this application with any Team London/GLA staff member(s)? *

☐ No

☐ Yes (please specify)

About your organisation

14. Name of your organisation *

15. When were you formed? *



16. What are the names of any other partner organisations involved in this project? Write N/A if not applicable. *

17. Postal address *

18. Contact name *

19. Job role of contact *

20. Phone number *

21. Email address *

22. Registered charity number

23. VAT number

24. How many paid staff do you employ (full time equivalent)? *

About your project (55% of assessment)

25. A brief summary of your project (5% - max 150 words) *

26. What will your project deliver? How does this meet our specification?

You should describe the number and type of volunteers you will be working with, what impact your proposed activity will have on volunteers/volunteering and how this project will have an impact.

Also, how are you going to deliver your project in the time available (March 2017 – March 2018)? **(20% - up to 1,000 words) ***

27. Why is this project needed? What evidence do you have to support this? How will your project address each of the needs? **(10% - up to 1,000 words) ***

28. How does your project relate to other activity/provision in your area? How you may be working in partnership to tackle these local issues. **(5% - up to 500 words) ***

29. How will you be able to continue the activity and support your new volunteers beyond the project that we will be funding? **(10% - up to 500 words) ***

30. In which borough(s) are you operating and/or will your project operate? **(5%)**

	Barking & Dagenham	Bexley	Brent	Bromley	Camden	Croydon	Ealing	Enfie
Operating in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will expand to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

About your capacity – (15%)

31. What are the principal purposes/objectives of your organisation and who are your main beneficiaries (i.e. the people and/or organisations you serve)? Please demonstrate how this relates to: a) your application and b) the priorities of the grant programme. **(5% - up to 500 words) ***

32. Tell us about the past experiences, skills and qualifications of your team in relation to supporting volunteers and project delivery. How big is your delivery team? **(5% - up to 500 words) ***

33. What other relevant projects has your organisation delivered successfully in the past? Please identify the outcomes that resulted from this work which is relevant to this application. (If you are a new organisation please list similar projects your team has worked on in the past).

(5% - up to 500 words) *

Outputs and Outcomes (25%)

34. About your volunteers

How many individual volunteers are engaged with your organisation?

How many additional individual volunteers do you expect to enlist through your project?

How many of your additional volunteers will you be aiming to keep involved with your organisation and how will you do this?

35. We would like you to try and recruit volunteers who may not have been able to be involved in volunteering before. This could include targeting particular groups. If your project will be focused on criteria (1) ie people in the 59-69+ age group then indicate this clearly here. We do realise this age group could also include other characteristics, please tell us if this is so.

(10%)

(tick all that apply) *

- | | | |
|---|---|--|
| <input type="checkbox"/> 59 – 69 year olds | <input type="checkbox"/> People with other health conditions, or disabilities | <input type="checkbox"/> Young people (under 16) |
| <input type="checkbox"/> BAME communities | | |
| <input type="checkbox"/> Disabled people | <input type="checkbox"/> People with little or no qualifications | <input type="checkbox"/> Young people in care, and/or care leavers |
| <input type="checkbox"/> Ex-offenders | <input type="checkbox"/> Refugees and/or asylum seekers | <input type="checkbox"/> Young people (16-24) |
| <input type="checkbox"/> Lone parents | <input type="checkbox"/> People at risk of 'social exclusion' | <input type="checkbox"/> Young people not in education, employment or training (16-24) |
| <input type="checkbox"/> Over 69 year olds | <input type="checkbox"/> Targets all groups | <input type="checkbox"/> Other |
| <input type="checkbox"/> People with mental health conditions | <input type="checkbox"/> Volunteers from London's businesses | |
| | <input type="checkbox"/> Unemployed | |

36. Please describe the **outcomes** your project will achieve given the increased volunteering capacity set out in your **outputs** above. (See guidance notes for an explanation of outcomes and outputs).

You should indicate a baseline (i.e. the project's starting out position) against which you can measure your project's impact. Outcomes should be specific, measurable, achievable, realistic and time-bound.

How will you know when you have achieved each outcome?

How will you monitor and evaluate the progress and impact of the project?
(15% - up to 1000 words) *

Project Budget & Risk Assessment 5%

37. What is the total cost of the project? (£ Pounds) *

38. How much are you requesting? (Between £5,000 and £10,000). *

39. Please complete the following table. Please provide enough detail to show how you would spend the grant and to ensure that an assessor can see how the budget will be used primarily to support volunteers or volunteer recruitment and management. (All prices should include VAT where/if applicable)

	Value to nearest £	Expenditure funded from other sources £	Source
Staff costs (salaries & travel expenses)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overheads (rent, utilities, marketing materials, venue & equipment hire)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Volunteer expenses (recruitment, training, travel expenses)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

40. We would like you to consider the delivery risks for your project. Please list any risks and any action you will take to address them. **(5% - 500 words)**

*

41. The GLA defines an organisation as being 'BAME-led' if at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBT-led organisations. Would you consider your organisation to be: *

Yes/no or %

BAME-led?

Disabled-led?

Lesbian, gay, bisexual and/or transgender-led?

What percentage of your organisation's senior staff/ board/ trustees is male?

What percentage of your organisation's senior staff/ board/ trustees is female?

Data protection and freedom of information

42. In dating, signing and submitting this document you confirm that, to the best of your knowledge, the information provided is correct and you confirm that any grant awarded will be used exclusively for the purposes described.

Clear

Sign name using mouse or touch pad

Signature of

43. Job title *

44. Date



45. How did you hear about the Team London Small Grants Fund? *