LONDON BOROUGH OF TOWER HAMLETS
Main Stream Grants Programme 2015-18

<u>Application Guidance:</u>
For the completion and submission of the On-line application form

Introduction

These guidelines are designed to help organisations to complete applications for the Council's Mainstream Grants funding. The information will tell you how to use the online application form and give you guidance on how to answer the questions on the form.

Before you begin completing your application:

1.   Check the deadline
You need to make sure you can meet the deadline for the service you are applying for. The closing date to submit your application is **12 noon on Friday 29 May 2015.**

Once the deadline has passed it is no longer possible to submit an application for funding.

2.   Thoroughly read the Theme Specification relating to the funding theme you want to make an application to
If you want to apply for funding from more than one theme, or more than one element within a theme, you will need to complete a separate application for each.

3.   Print out and use this guidance document
It will help you to complete all the questions on the online form.

Things to remember about your online form:

Once you have created a login to our form, you can <u>save your on-line application</u> at any point and return to it later.

Once you have saved your on-line application, you can reopen it and update your information form at any time providing that you have access to the original email confirmation that was sent to you.

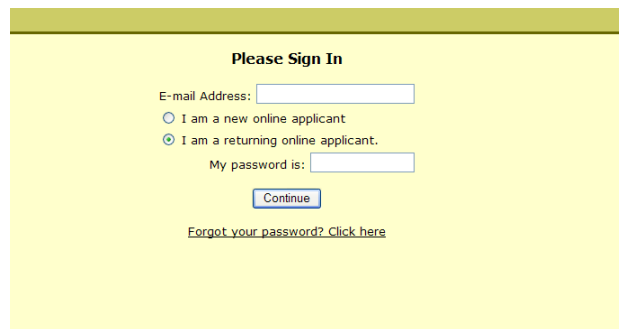**This part of the guidance will help and explain how to:**
- create your account and login
- complete the eligibility quiz
- access the application form
- fill in the application form
- review your application
- print your application to check it
- submit your application

Step 1: Creating an account login

Click on this link grants login to create a login

Link to on-line application: https://www.grantrequest.com/SID_552/?SA=SNA&FID=35003

Now you will see this screen, where you create your account and login.

- **Enter your email address.** The email address must work as we will be using this to contact you about your application and you need it to return to your application each time you save it

- Click on '**I am a new online applicant**' (*or, if you applied to the MSG programme in 2012 – click on 'I am a returning online applicant' in which case, your password will remain the same. There is a password reminder facility if required).*

- **Create a password.** It must be at least five letters long – for example 'Wales'

> **You must remember your email address and password as you will need it every time you log into your account.**

- You will be asked to create an account

    – this allows you to access your saved application at any time

- Confirm email and password exactly as on the previous screen

- Click on create an account

- You should receive an email from London Borough of Tower Hamlets – email address thirdsector@towerhamlets.gov.uk.

    The Subject field will say: Welcome Grant seeker

- The email message will confirm your login password and give a link which you need to click on when returning to an application you have started to work on https://www.grantrequest.com/SID_552/Default.asp

Step 2: Eligibility Quiz

Once you have created a login. You will be taken to the Eligibility Quiz.

You will need to complete our simple eligibility quiz to make sure our funding is right for you. There are 5 questions in the quiz. Underneath each question are drop-down boxes. Click on the arrow to the right of each box and choose your answer. When you have responded to all questions click 'submit.'

Are you eligible?

If your answers DO NOT meet our requirements you will not be able to proceed with the rest of the application.

If your answers DO meet our requirements, you will be taken to page 1 of the online application form.

Funding proposals by a partnership of organisations
We will accept applications from partnerships/consortia (organisations that want to seek funding jointly from the Council). However, one of the partners must be the designated 'lead organisation'.

Step 3: Completing the online form

> ### Important Information
>
> **BEFORE attempting to complete the form, please make sure you have thoroughly read and understood the service specification relating to the funding theme to which you want to apply**

This part of the guidance covers:

 a) technical help using the online form
 b) help with answering questions

a) Technical help in using the online form

The following information will take you through how to complete the online form.

For most of the form you are asked to simply type your answers into a box under the question. Click in the box you want to complete and use the tab key to move between boxes.

Sometimes you will be required to tick a box or select from options and it will be explained later in this guidance exactly what you need to do.

You **must** answer all questions marked with a red asterisk *. These are '**mandatory**' and if you do not answer these questions you will not be able to submit your application. You will be given a warning before submitting the final form if you have failed to complete one of these questions.

Good Practice Point: You must save the form regularly as you progress through the form or your answers may be lost.

Page Numbers:
Page 1 2 3 4 5 - appear at the top or your screen, you can click on each number to see that page of the form. The pages can be completed in any order, but remember to complete all the pages before submitting.

Word Limits:
We have set word limits in various sections of the application form. The limits have been set in order to assist applicants as well as the assessment process.

Applicants must give their response to each of the word limited sections keeping to the maximum word limits specified. If you exceed the word limit, the additional information will not be taken into consideration in the assessment.

Please bear in mind that the limits have been set reasonably high in order to meet the needs of complex project proposals which may involve a number of partner organisations. It is therefore not expected that all applicants will need to use the full word limit in order to complete a good response.

Where a large amount of information/detail is required, your response should be as clear and concise as possible.

Good Practice Point: You can use a separate Microsoft Word document to prepare your answer - from the toolbar, select Tools and click Word Count; information including the number of words will appear in a box on the screen – you can edit your answer and then copy and paste the text into the answer box on the on-line application ensuring that you don't exceed the word limit.

How to save, print and return to your form

Saving your work
You can and should save your application form regularly. You can save what you've done and come back to it at any point by pressing the **save and finish later** button.

To save and continue completing the form **click next**; the page you have just completed will be automatically saved.

You do not have to complete the page/application in one go and can return to it as many times as you like before submitting it.

Good Practice Point: We strongly advise you to save your form as you go along. If you have not saved and your computer crashes you may lose all work completed since you last saved.

Once you have saved your work you will be taken to the 'My Account' screen. Simply click on your proposal to carry on working.

Returning to your form
To return to your form you need to click on the link that was sent to you in your confirmation email. Once you click on the link you then login using your email address and password.

You should then see a screen headed ACCOUNT and your email address, which should have two yellow banners, one indicates whether you have any pending application still to be completed and a second banner indicating whether you have submitted any applications.

To go back to your un-submitted application go to the **Open** banner and click into the link to go back to your form.

Good Practice Point: Before submitting your application, you should print the 'final draft' and ask a colleague (who has not been involved in writing it) to read through it for you - get them to ask questions about any aspect of your answers that they don't fully understand: (the person assessing your application may not fully understand it either) you can then edit the information to make things clearer.

If you have submitted your application you can still view it under the **submitted** banner but you will not be able to access the form to make changes – so be sure that you are happy with your application BEFORE you submit it.

Reviewing your application
Click Review My Application this allows you to review the information you have completed to date and make any necessary changes. It will also alert you if you have not completed a **mandatory** section of the form.

To print your application
Click on Printer Friendly Version and then the print button. To return to your application close the page.

Good Practice Point: *You must click save before printing your application so that your most up to date version prints out.*

b) Help with answering questions

The information below will give you guidance on the information required to answer each question.

Good Practice Point: If you have limited access to a computer you might find it helpful to use the printer friendly version option to print off a blank form; complete the questions manually and then enter the details at a later time.

Page 1 - General Information

Organisation Name

Give the legal name of the organisation – this will be the name shown in your governing document.

Address

Give the address, city and postcode for the organisations base in Tower Hamlets. It is important that the correct details are provided as we will send correspondence to this address.

Phone number

Enter the organisation's phone number if it has one

www. Address

Enter the organisation's website address if it has one

3.   **Geographical Area Based**

Select this from the drop-down box. Select the Ward area where your organisation is located. If you are unsure you can use Ward finder which you can check on the following link.

Tower Hamlets Ward Finder

If your organisation does not have a base within Tower Hamlets, you must choose option 21 (Out of Borough).

4.   Legal Status

Select this from the drop-down box. Confirm the legal status of the organisation, if the legal status of your organisation is not in the drop-down list you should select 'other' then specify in the space provided.

5.   Charity Number

If the organisation is a registered charity, enter the charity number in the box provided.

6.   Company Registration Number

If the organisation is registered as a company limited by guarantee - please enter your company number in the box provided.

7.   Governing Documents

You will be required to attach your governing document(s) when you submit the completed application. Additionally, in this section you should:

- Tell us the date that your governing document was first approved by the organisation and when it was last reviewed/updated if appropriate
- Set out the object(s), aim or mission within your governing document which shows that the organisation was established to do the type of work which forms the basis of your proposed project.

You should also tell us if there are any proposed amendments to your governing document(s) that are awaiting approval from the Charity Commission or other body as appropriate.

Page 2 - Contact Details

8-12 You should enter the relevant contact details for the person in your organisation that will be the primary contact for this application.

Where this is a consortium bid, this should be the details of the appropriate contact from the lead agency.

Page 3 - Organisational & Administrative Details

13.   General Organisational Administration and Management
Please complete all questions within this section.

The primary objective with these questions is to help assist with the population of the various fields within our database (GIFTS) in order that we have a range of useful information about the Third Sector in Tower Hamlets. Some of the information will be used to assess eligibility for MSG funding; it will also help us to target external funding opportunities.

14. **Compliance**

Within this section you must tell us if you are up to date with the filing of any necessary reports and accounts.

You must also confirm that the organisation is operating in strict accordance with its governing document; and, whether or not the contacts and officers listed for your organisation are up to date and accurate.

15. **Organisational Structure and Governance**
   [This is a scoring section – the maximum possible score is 5]

Within this section you should:
- outline the structure of the organisation and tell us about the decision making processes in relation to strategic organisational issues and the day-to-day operational management of the organisation and its activities, services and projects

- tell us about the experience and areas of expertise of key members of your Board of Trustees or Management Committee which enables the organisation to effectively deliver its aims, objectives and priorities

Page 4 – Project Proposal

16. **Funding Theme**

Please select the funding theme that this application relates to – select one item from the dropdown list.

If you wish to apply to more than one funding theme you will need to complete an application form for each separate theme or element within a theme. You do not need to send us more than one copy of your documents, but must ensure they are all included in one of your applications

17. **Consortium**

Please select yes or no to indicate whether or not this application is being made on behalf of a consortium.

18. **Project Name & Contact Details**

You must give your project a name - this should be fairly simple and relevant. The project name will be used to identify this particular initiative. Also give the details of the person who will be the contact for the project. This can be updated once the project has been approved. This name and contact details will be used when publicising the project.

19. **Geographical Area Served**

Select this from the drop-down box. Select the Ward area(s) where your project is delivering and where your users will be primarily from. Refer to the specification you are applying against to see if there are geographical targets you must meet.

20. **Short Project Description**

Provide a short summary of your project. This description will be used to publicise your project.

21. **Project Description**
    [This is a scoring section – the maximum possible score is 15]

    Within this section you are required to provide a comprehensive description of your proposed project including how the project meets the service specification and in particular, clarifying:

    - the geographical area - Wards or LAP's - which your project will cover
    - how geographical and beneficiary targeting has been identified
    - the activities and services that will be provided
    - the delivery plan for the various elements of the project
    - details of any supplementary or support activities/services
    - when where and how activities/services will be provided
    - the outputs that the project will deliver
    - how you will work or network with other groups to maximise the success of the project
    - other information as appropriate

    This section should also be used to explain the need for the project, especially if the proposal has differences to the specification. An example would be if the specification states that beneficiaries should come from all sections of the community but your proposal is to support a particular community.

    If your application is being made on behalf of a consortium please indicate who the members are and set out the role that each member will have in delivering the proposed services including:

    - how services will be delivered by the various partner agencies in that consortium
    - how the partnership will function in terms of:
        - decision making
        - collating data and reporting
        - allocation of resources
        - sharing of responsibilities/information
    - other information as appropriate

    Outcomes / Milestones / Outputs (22 – 25)

    [These are scoring sections – the maximum possible score is 10]

22. **Project/Service Outcomes**
    Outcomes are the changes, results or benefits that will be achieved by your project or service; please set out here details of the key outcomes that you anticipate being achieved over the lifetime of your proposed project.

23. **Measurement of Project / Service Outcomes**

    How you will measure the outcomes in section 22 should be described here. You should include the baseline information that the changes will be measured against.

24. **Milestones**

    The key project milestones and the planned target dates should be entered in this section.

25. **Outputs**

You should enter the number of theme outputs your project will achieve for each year. Any specific project outputs should also be entered along with the description and how these outputs will be evidenced.

26. **Experience and Track Record**
   [This is a scoring section – the maximum possible score is 15]

   Within this section you must provide details of the organisation's track record in delivering projects or services similar to the one for which you are seeking funding. You should:

   - provide clear examples of delivering such projects/services in Tower Hamlets
   - confirm the extent to which you met agreed monitoring and reporting requirements
   - clarify the relevant outputs and outcomes achieved in relation to contracted targets for those projects or services
   - confirm the impact of the work, including key achievements and lessons learned

   Where the application is being submitted on behalf of a consortium, you should also set out the experience and track record of organisations within the consortium.

27. **Quality Assurance Standards**
   [This is a scoring section – the maximum possible score is 10]

   Within this section you should provide details of any Quality Assurance accreditation that the organisation has that are relevant to the activities for which funding is being sought. You should also tell us:

   - when the accreditation was awarded
   - about any inspection/review requirements and renewal arrangements
   - what on-going action/training is undertaken to ensure the accreditation is maintained
   - how the organisation ensures that the day to day work of the organisation is compliant with the quality standard

   If you are the lead partner of a consortium bid, please set out details of the Quality Assurance accreditation held be each partner; and, clarify how you will ensure that all the partners' work is of the required quality.

28. **Project management and Control**
   [This is a scoring section – the maximum possible score is 15]

   Within this section you must explain your proposed project management and control arrangements – this should include how you will:

   - maximise the take up of services – ensuring targets are met
   - manage and control project expenditure
   - manage and control project staff and volunteers
   - monitor and record project activities, outcomes
   - manage and control other matters as appropriate

   If you are applying on behalf of a consortium, you should also tell us how you will:

   - co-ordinate matters to ensure effective project delivery; and,
   - deal with any disagreements, disputes, or operational issues within member organisations

29. **Equalities and Diversity**
   [This is a scoring section – the maximum possible score is 10]

   Within this section you should provide:
   - information to demonstrate your awareness of the diverse needs of the community/area targeted by your project
   - details of what actions you have/will take to ensure that equalities and diversity issues are addressed in the planning and delivery of project activities/services
   - a profile of the anticipated beneficiaries of your project – if there are any specific group(s) you will be seeking to target, please explain why

30. **Digital Inclusion**
   [This is a scoring section – the maximum possible score is 10]

   Within this section you should provide:
   - Information to demonstrate your awareness of digital inclusion issues (computer and internet use, promoting the benefits of this, addressing the security risks, computer literacy needs, motivation and skills)
   - How you have designed your project to address these issues (including any referral and / or partnership arrangements to support residents to improve digital skills)
   - How the activities that will take place through your project will address these issues
   - How you will monitor and collect feedback from project users on these issues

31. **Project Staff and Volunteers**
   [This is a scoring section – the maximum possible score is 10]

   Within this section you should:
   - provide details of the staff and volunteers that will be involved in delivering or supporting the project, outlining their positions and responsibilities (within the project) and clarifying the approximate number of hours they will work on the project each week
   - summarise the qualifications, skills and experience that you will expect staff or volunteers to have
   - clarify the training, support and supervision that will be available to staff/volunteers throughout the delivery of the project

   If you currently run an existing or similar project, please clarify what training staff or volunteers have received over the last 12 months that will help to ensure the quality and effectiveness of the delivery of this proposal.

   If you are the lead partner of a consortium bid, you will also need to provide the above information in relation to personnel within the partner agencies.

32. **Project Finances**
   [This is a scoring section – the maximum possible score is 5]
   Within this section you should clarify your project finances including:
   - what funding you require from the Council to ensure your project is viable
   - an explanation of the basis on which you have costed your services and why they are value for money
   - the action you will take to secure any stated additional funding
   - how you plan to cope with inflationary costs over the term of your project
   - the capability of the organisation to deal with shortfalls in project funding

- explaining the basis of costing for any in-kind funding within Table B

32a   Finance Summary Breakdown

Within this section you should enter the Salaries, Beneficiary Costs and Other Costs for each year of the project. These headings should match the headings on Table B Budget Template Spreadsheet.

All staffing costs should be included in 'Salaries' – basic pay, national insurance, pension contributions, consultants costs

All costs related to beneficiaries should be included in 'Beneficiary Costs' – travel expenses,

All other costs should be included in 'Other Costs' – heat & light, stationery, equipment, rent etc.

32b   Income Summary Breakdown

Within this section you should enter the MSG Grant requested, any of your own organisations funds, any external funding you have secured or any bids you have submitted but have not yet been approved.

The information in this table should match that in the Table B Budget Template Spreadsheet. The Spreadsheet should list all the different external funding sources while this summary table should just have the total.

Page 5 - Attachments

> **Before you can attach the required documents, you need electronic versions of them saved onto your computer**
>
> **If you don't have electronic copies then you can scan the paper copies and save them in a folder on your computer.**
>
> **The maximum size for all attachments combined is 25 MB. You will not be able to upload files ending in: .exe, .com, .vbs or .bat**

Required Attachments:

- Latest Audited Accounts
- Organisation's Governing Document*
- Equalities and Diversity Policy
- Health and Safety Policy
- Financial Management Procedures

Please note: if you are submitting more than one application in the current round, you will only need to upload the above documents once.

- Financial Summary, Table A (**download from the Council's website**)
- Budget Template Spreadsheet, Table B (**download from the Council's website**)

Items from the Council's website can be found via the following link:
http://www.towerhamlets.gov.uk/lgsl/851900/871_community_grants/mainstream_grant_funding.aspx

Notes:

*If your organisation is currently funded through one of the Council's grant funding streams and we therefore already have an up to date copy of your Governing Document, you do not need to upload a further copy. You will however need to submit an A4 sheet as described in note 2 below, explaining that we already have a copy on file.

1. To assist those organisations that may have 'technical problems' in uploading large documents, applicants may submit hard copies of some of the above documents.

2. If you wish to submit any documents as a hard copy (i.e. by post or hand delivery), in order to complete the submission of your application, you must upload a single A4 sheet of paper in place of that document. The single A4 sheet should be 'saved as' the name of the document it replaces; you must also provide a simple explanation on the sheet stating that the required document will be delivered as a hard copy.

Hard copies of documents must be delivered to the Third Sector and External Funding Team at the address below; and must be received by no later than **12 noon Monday 27 April**. [2 Floor Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG]. Location map:

Tower Hamlets Town Hall location

OTHER DOCUMENTS FOR UPLOADING

If you are applying to provide services under a theme that requires a Delivery Plan you are also required to upload this. Check each theme carefully to ensure you include all required documents. Please refer to notes 1 and 2 above.

To upload a document

Go to the bottom of the page to the section titles 'Upload'. You will see two boxes.

1. In the first drop down box you need to select from the list the type of document you wish to attach

2. Using the second box, you upload the document in much the same way as attaching a document to an email

    ▪ Click on the browse button and find document on your computer and click 'open'
    ▪ Click the 'Upload' button below the filename

We will then automatically confirm whether the document has been uploaded and tell you the size of the document

You are now ready to submit your form

Now the form is complete and you have attached the relevant information you are ready to **submit** your form.

Review & Submit

When you click the above you will be taken to your review page.

Red text will appear if any mandatory fields have not been filled in or have been filled in incorrectly. You will need to go back into the application and complete the relevant question.

Check that you are happy with your application and when you are ready to send your application, go to the bottom of the page and click submit.

Submit

IMPORTANT INFORMATION
You must click 'submit' to send each application.
You will automatically be sent a confirmation email.
If you do not receive a confirmation email, this means that the application **has not** submitted correctly; in which case, please check and submit again