

Small Grants Application Guidance Notes (main programme)

Before submitting your application please make sure that it is:

* **Charitable in its nature**. Your organisation doesn’t have to be a charity, but the kind of work you want us to support does. If you are not sure please refer to <https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes>
* **For an organisation not an individual**
* **A good fit with our programme** – last year 34% of applications were unsuccessful because they did not fit with our programme. Please make sure you have thoroughly reviewed our [programme information](https://friendsprovidentfoundation.org.uk/our-programme/building-a-4-d-economy-by-using-all-of-our-assets/) before deciding to apply.
* Telling us a **clear and convincing a story about the** **economic** **problem** you want to solve, and how your work would help to address it.
* Be clear **what difference your work could make** and how likely it is that change will happen as a result of it
* Show how your proposal is about getting to **the root cause of the problem**, rather than dealing with its symptoms
* Showing how you have considered and involved communities most impacted by this change.

**Our Programme**

Please make sure that you make it clear how the proposed work will make a contribution to the **overall programme aim** of **establishing a fair and sustainable economic system** that serves people and planet and our vision of a 4D Economy **.**

**What you will need to apply**

Please use our [eligibility checklist](https://friendsprovidentfoundation.org.uk/grants/are-we-the-right-funder-for-you/eligibility-quiz/) to see if you’re eligible to apply or [contact us](mailto:grants@friendsprovidentfoundation.org.uk) you have any questions or concerns.

As a minimum requirement you will need to be part of an organisation, coalition of organisations or be in the process of setting something up. There are certain things that we will need to see in order to receive funding from us – namely:

**1. A governing document such as a constitution for you or one of your partners -**

This document needs to say the name and purpose of the organisation. It should also cover how it will work, how people join; how your committee will work; how you work with others; if and when you have meetings, and so on.

If you don’t have this we will pick up the phone to discuss:

- Details of at least 2 contacts who can discuss your planned work

- How decisions will be made

- How people get involved

- The purpose of your grouping/ work you do together.

**2. A regulated UK based bank or building society account in the legal name of the organisation applying for funding**

You’ll need to make sure that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the bank account is managed by at least two unrelated and authorised individuals in your organisation**.**

If you are successful, we will send you some guidance on this.

**3. A committee or board responsible for the work of the organisation or coalition with at least two unrelated members.**

By related we mean:

* married to each other
* people who are family members (like siblings, parents and children)
* in long-term relationships or civil partners with each other
* living at the same address.

All companies who apply must have at least two directors registered at Companies House who are **not related** in any of these ways. This also applies to companies that are also registered as charities.

If you don’t have a committee or board, we will give you a call to talk about how decisions get made and who takes responsibility for the work you do and has oversight of how it is done.

**5. We will want to know if you have accounts and how much income you have annually.**

This is to get an understanding of your skills and experience of managing the financial part of your project. Accounts show your previous income, your expenditure and the sources of income in the previous year. They do not have to be audited but if you are a smaller organisation, we ask that they are checked by a professional and signed by someone who has oversight of the work.

If you don’t have accounts, we will pick up the phone to talk to you about the financial management of your work.

**FAQs**

**Do we have to be a registered charity / registered company?**

No - you don’t need to be a charity or a company to be awarded a grant. However, the work you do must be charitable.

The most basic type of organisation for a community group is usually called a ‘voluntary association’. All you need to form a voluntary association is a written constitution – and you don’t have to register this with anyone.

**I’m not sure I want to set up an organisation yet.**

There are organisations that support organisations that are not fully constituted until they are ready to take the shape they wish such as the Social Change Nest CIC. Please contact us if you want to talk about this option.

**The application form questions – what we are looking for.**

**What kind of funding are you looking for?**

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| **Question** | **Possible Answers** | **What we’re looking for** |
| What kind of funding are you looking for? | Multiple choice:   * Project funding * Small grants programme (less than £10,000) | Please select the option that your request would best fit under. |

**About your organisation**

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| **Question** | **Answers** | **What we’re looking for.** |
| Legal Name of your Organisation | Free text | If your organisation is legally registered please give the name used for this. |
| Working Name of your Organisation | Free text | If your organisation uses a different name to its legal name in its day to day operations please note this here. |
| What are your organisation’s main aims and activities | Free text (150 words) | A short overview of:  Your organisation’s aims – what does it exist to do?  Your organisation’s activities – what are the main things that it does? |
| Legal Status of Your Organisation | Multiple Choice:   * Charitable Incorporated Organisation * Charity * Cooperative * Community Benefit Society * Community Interest Company * Company and Charity * Industrial and Provident Society * Limited Liability Partnership * Private Company Ltd by Guarantee * Private Company Ltd by Shares * Public Limited Company * Public Sector Organisation * Registered Society * Unincorporated organisation * University * Non-UK * Other (free text) | Please select the option that best applies to your organisation (you can select more than one).  Please note  we fund organisations that are not formally constituted but may need to ask you some additional questions to make sure we understand how you work and how any funding you are awarded would be used. |
| Charity Number or FSA. Mutuals Reg No | Free text | Please provide your charity number or FSA registration number if you have one. |
| Company Number (if applicable) | Free Text | Please provide your company number if you have one. |
| Organisation website (if applicable) | Free text | **Please enter using http:// or https://** then your web address. If this proves difficult please feel free to leave this blank and [drop us an email.](mailto:grants@friendsprovidentfoundation.org.uk) |
| Organisation Twitter handle (if applicable) | Free text | Please provide the twitter handle for your organisation if you have one. |
| Most recent accounts’ annual revenue (£) | Free text | Please detail your organisations revenue (or turnover) for the last full year of operation.  If you have annual accounts this would be the figure listed in those accounts.  By revenue/turnover we mean the amount of money taken in by your organisation over a particular time period from its standard activities through things like grants, contributions, memberships, fundraising events, and fees. |
| Your organisations address | Address line 1  Address line 2  Town/City  County  Post Code  Country | Please detail the address for your organisation. If your organisation does not have a postal address please [contact us](mailto:grants@friendsprovidentfoundation.org.uk) |

**Contact Details** – please insert the details of the person we should speak to about this application

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| **Question** | **Possible Answers** | **What we are looking for.** |
| First name | Free text |  |
| Last name | Free text |  |
| Job title/role within organisation | Free text |  |
| Telephone number | Numeric Free text | Please provide the number you would like us to contact you on if we need to. |
| Email address | Free text | Please provide the email address you would like us to contact you on if we need to. |
| Correspondence address | If the same as your organisational address click “No”.  If different please enter as  Address line 1  Address line 2  City  County  Postcode  Country. | Please provide the address you would like us to use for correspondence with you. This may be different to the organisational address given above. |

**Your application to us**

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| **Question** | **Answers** | **What we’re looking for.** |
| What is the name of your work | Free text | Please give your proposal a title. Please make this no more than 100 characters. |
| Which funding stream are you applying under | Multiple choice:   * Movement building – supporting a diverse movement for new economic thinking * Supporting a fair transition to a 4D economy | Please chose which option best fits your proposal. For more detail on these streams please refer to our programme document |
| Where will your work take place | Check list:   * England * England and Wales * Northern Ireland * Scotland * UK-wide * Wales | Please select which option best fits your proposal.  If your focus is on more than one of these please chose ‘UK wide’. |
| Region in England (of England selected above) | * East * East Midland * London * North East * North West * South East * South West * West Midlands * Yorkshire and Humber | Please select if appropriate for your work. |
| Give a brief description of your project | Free text (50 words) | Please give a very brief description of what your project will do. |
| What will you do? What activities will you deliver? | Free text (200 words) | Please give a brief outline of what you want us to fund. What will you do, why and how? |
| Why is this work needed? | Free text (200 words) | Please explain to what need your work will meet? What economic problem or issue are you seeking to address? How will this help to build a ‘fair and sustainable economy’? |
| How will your project change the issue you identified? | Free text (200 words) | Please explain how the work you want us to support will help meet this need.    What will you have achieved if your work is successful?  What changes would have happened?  How will they address the issue or problem you identified above? |
| How much money are you applying for (£)? | Free text currency | Please insert the total amount you are applying for in £ sterling. |
| What would the money be spent on? | Free text (100 words) | Please give a brief outline of what our funding would be used to pay for – how would you use the funds? |
| We are a living wage funder. We encourage all of our grantholders to pay the real living wage (as set by the Living Wage Foundation)and support them to do so through our funding.  Tick the box to indicate that you understand our requirements about paying the Living Wage on grant-aided posts and that posts supported by our funds will be paid the Living Wage. | Tick box to confirm understanding | As a living wage funder we encourage everyone we fund to pay the living wage on all posts associated with our funding. You do not need to be an accredited living wage organisation.  More information is available here: for more information see [this statement](https://friendsprovidentfoundation.org.uk/wp-content/uploads/2018/01/Outline-application-statement-about-the-Living-Wage.pdf).  Please tick to confirm that you understand our requirements  If this would be difficult for you please talk to our team about how we can support you. |
| Please provide a budget for your proposed work | Document upload | Please insert a budget for the work you want us to fund. This should break down the different cost areas your project will involve and how much each will cost. If you are intending to use match funding please detail this in your budget too.  If you want to you can use our budget template [here](https://www.friendsprovidentfoundation.org/wp-content/uploads/2022/08/Small-Grants-Budget-Template.ods). |
| If your organisation has a governing document please upload it here | Document upload | If your organisation has a constitution or foundational document please upload it here. If you don’t we will pick up the phone and ask a few additional questions when we get your application. |
| If your organisation has annual accounts please upload your most recent set here. | Document upload | This is to get an understanding of your skills and experience of managing the financial part of your project. Accounts show your previous income, your expenditure and the sources of income in the previous year. They do not have to be audited but if you are a smaller organisation, we ask that they are checked by a professional and signed by someone who has oversight of the work. If you don’t have this we will pick up the phone to ask some additional questions once we have your application. |
| How did you hear about the Foundation ? | Free text. (50 words) | Please provide a very brief note on how you heard about us. |

**You will now be redirected to our Diversity, Equity and Inclusion monitoring form – please fill this in to complete your application.**