

Stage One Application Guidance Notes

(main programme, project funding).

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>

* **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 really reviewed our programme information 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 **.** You can read about this [here](https://friendsprovidentfoundation.org.uk/our-programme/building-a-4-d-economy-by-using-all-of-our-assets/).

**Our Funding**

We offer three main types of funding through our programme – more information on these is available [here](https://friendsprovidentfoundation.org.uk/grants/are-we-the-right-funder-for-you/about-our-funding/).

Please note your organisation can only hold one grant from us at a time.

**Project funding –** funding for specific projects and discrete activities in pursuit of a fair and sustainable economy. We anticipate that average grants under this programme will be between £50-75k.

**Small grants –** grants of up to £10,000 to support new entrants or new ideas that need a smaller amount of funding to develop.

**Core funding** - funding in support of your organisation’s core functions and overall operations. In making decisions about core funding we focus on how far an organisation’s strategy and mission fits with our own. **Please note we only offer core funding to organisations we have funded before**. Please speak to your FPF Grants Manager about making an application.

**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
 | 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 | Please insert the name your organisation was legally registered under (if appropriate).  |
| 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?
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| 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. Please note:we do 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 managed and used. We will contact you about this if we need to.  |
| 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.  |
| 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 year through things like grants, contributions, memberships, fundraising events, and fees.  |
| Your organisations address | Address line 1 Address line 2 Town/CityCountyPost CodeCountry | Please detail the address for your organisation. If your organisation does not have a postal address please contact us. |

**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 1Address line 2CityCountyPostcodeCountry.   | 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.**  |
| Give us a short title for the work you would like us to support.  | 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 is the economic problem you have identified?  | Free text (200 words)  | Please explain the issue or problem you want to address – what is it about our economic system that you want to change? Why is this important?  |
| What will you do? What activities will you deliver?  | Free text (200 words)  | Please give a outline of what you will do with our funding, how you will do so and who you will work with.  |
| How will your activity help to change the economic problem you identified?  | Free text (200 words)  | Please explain what you will 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. Please round up to the nearest pound.  |
| How many months are you applying for | Please enter the number of months  | Please detail how long you would like this funding to last for.  |
| 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? (Note – you do not need to submit a detailed budget at this point).  |
| 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.  |
| How did you hear about the Foundation and why have you chosen us as a potential funder?  | 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.**