**Tampon Tax Fund 2019/20 - Application Form**

Please read the guidance for applicants document in full before completing your application.

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| --- |
| **Lead organisation:** *[enter name of lead organisation making this application]*  **Formal Consortium name (this relates only to formal consortium - please do not enter the names of your delivery partners if you are applying as a single organisation):** *[enter name, if applicable or type N/A]*  **Amount of Tampon Tax Funding being requested:** £ *[enter amount]*  **Does your project include providing onward grants (which will be made on the basis of open competition):** YES / NO *[delete as appropriate]*  **Project name:** *[enter name of the project being proposed for funding]*  **Devolved Administrations your project will cover** (tick all relevant)**:**    ☐ England                                  ☐ Scotland       ☐ Wales                                     ☐ Northern Ireland |

1. **Funding Category**

Please confirm for which funding programme category you are applying (tick **one** main category only**)**:

☐ **Homelessness and Rough Sleeping**

☐ **Violence Against Women and Girls**

☐ **Music**

☐ **General Programme** (tick **all** relevant sub-categories):

|  |  |
| --- | --- |
| ☐ alcohol and drug abuse | ☐ mental health |
| ☐ BAME services | ☐ multiple complex needs |
| ☐ education and employment | ☐ older women |
| ☐ engaging excluded and vulnerable women through sport | ☐ period poverty |
| ☐ female offenders | ☐ women with disabilities |
| ☐ gender equality | ☐ women with learning disabilities |
| ☐ LGBTQI specific services | ☐ other, please specify: .................................................................... |

1. **Lead Organisation Details**

|  |  |
| --- | --- |
| **2.1 Organisation name:** |  |
| **2.2 Organisation website:** |  |
| **2.3 Organisation address:** |  |
| **2.4 Organisation postcode:** |  |
| **2.5 Organisation country:** | *[e.g. England, Scotland, Wales or Northern Ireland]* |
| **2.6 Organisation legal status:** | *[e.g. Charity registered in the charity commission website, a corporate body (ltd), a community interest company, a cooperative, an independent provident society, new charitable incorporated organisation (CIO), other…]* |
| **2.7 Organisation charity commission or Companies House number:** |  |
|  | |
| **2.8 Main contact name:** |  |
| **2.9 Main contact job title:** |  |
| **2.10 Main contact email:** |  |
| **2.11 Main contact phone number(s):** |  |
|  | |
| **2.12 Number of full time equivalent (FTE) staff employed by the lead organisation:** |  |
| **2.13 Number of volunteers engaged with the lead organisation’s activities:** |  |
| **2.14 Overview of the lead organisation’s main activities:** | |
| *[No more than 150 words]* | |

1. **Tampon Tax Fund Project Overview**

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| **3.1 Project name:** |  |
| **3.2 Consortium members - details of all organisations which are members of your formal consortium:** (if applicable,i.e. only list your partners in this section if you are applying formally as a consortium)**.** | *[Organisation name:*  *Website:*  *Role in the project:*  *Contact name:*  *Contact email:*  *Partnership agreement in place:]* |
| **3.3 Delivery Partners - details of organisations you intend to work with to deliver the project (**if applicable i.e. if you are applying as a single organisation but intend to deliver the project in partnership with others). | *[Organisation name:*  *Website:*  *Role in the project:*  *Contact name:*  *Contact email:]* |
| **3.4 Project Introduction and Need:** | |
| *[In no more than 350 words, provide the background to your project. Please also use this section to detail the need for your project]* | |
| **3.5 Project Aim:** | |
| *[50 words]* | |
| **3.6 Project Description:** | |
| *[No more than 350 words - This should include clear description of the activity that will be carried out using the funding, including timelines and resource needed]* | |
| **3.7 Project location(s):** | *[Delete as appropriate]*  England - *[specify regions, if appropriate]*  Scotland - *[specify regions, if appropriate]*  Wales - *[specify regions, if appropriate]*  Northern Ireland - *[specify regions, if appropriate]* |
| **3.8 Project fit with funding category specific criteria:** | |
| *[In no more than 400 words, explain how your project fits with the category specific criteria as set out in the guidance for applicants document]* | |
| **3.9 Project fit with government and local authority strategies and services:** | |
| *[In no more than 350 words, set out how your project complements government or local authority strategies and services relevant within the regions and/or devolved administrations in which the project will be delivered]* | |
| **3.10 If your project includes delivering onward grants to smaller charities and organisations through open competition, describe the mechanism by which those grants will be awarded and managed:** | |
| *[No more than 350 words, to include overview of any due diligence processes]* | |
| **3.11 Project outputs (broken down by quarter):**  **England**  **Scotland**  **Wales**  **Northern Ireland** | *[Please list the quarterly outputs, e.g. number of sessions delivered, number of beneficiaries supported, that will result from this project across the United Kingdom]* |
| **3.12 Project outcomes (broken down by quarter):**  **England**  **Scotland**  **Wales**  **Northern Ireland** | *[Please list the quarterly outcomes across the United Kingdom that will result from this project]* |
| **3.13 If the Tampon Tax funded project described above forms part of a wider project or programme, please:**  **a) describe the wider project or programme;**  **b) explain how the Tampon Tax funded project fits in:** | |
| *[No more than 450 words, if not applicable please type N/A]* | |

1. **Tampon Tax Fund Project Delivery (when, where, who and how)**

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| --- | --- |
| **4.1 Project start date:** | dd/mm/yyyy |
| **4.2 Project completion date:** | dd/mm/yyyy |
| **4.3 Key milestones:** | *[Date: Milestone*  *Date: Milestone*  *Date: Milestone*  *Include as many as required]*  *Please attach a project plan or Gantt chart to provide further clarity.* |
|  | |
| **4.4 Project location and reach:** | *[Where will project activities take place? (i.e. which specific local areas will the project benefit?)]* |
|  | |
| **4.5 Project beneficiaries:** | *[Who are the proposed beneficiaries of the project? How will you reach and involve them? How many will there be?]* |
| **4.6 Project team:** | *[Who will manage and deliver the project?*  *Please list all roles; indicate the number of each role required and provide a summary of the role responsibilities.*  *Please provide names against roles already filled and indicate which need to be recruited.*  *Please indicate the number of volunteers who will support project delivery and indicate their roles]* |
|  | |
| **4.7 Capability and capacity to deliver the project:** | |
| *[In no more than 250 words, provide evidence to demonstrate that:*   * *your organisation has delivered projects of a similar scope and / or scale;* * *If providing onward grants, that you have previous experience of this;* * *specialist expertise is in place, or will be recruited, to run and manage project activities]* | |
| **4.8 Project delivery:**  **April-June 2019**                  **July-September 2019**      **October-December 2019**      **January-March 2020**      **April-June 2020**      **July-September 2020**  **October-December 2020**  **January-March 2021** | *[In bullet points, list all the activities and associated outputs that will be delivered in this quarter of your project. This should be as succinct and specific as possible; evidence of need, additionality, and reach is provided elsewhere on the form. If your project will be delivered across more than one of England, Scotland, Wales or Northern Ireland, please clearly set out the activities to take place in each area separately]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project - please note that all Tampon Tax funded activities must be completed no later than 31st March 2021]* |
| **4.9 Monitoring, Evaluation and Learning:**  **Evidencing outputs**    **Measuring and demonstrating outcomes and impact**  **Measuring, demonstrating and reporting outcomes and impact of any onward grants delivered as part of your project**  **Lesson learning and sharing** | *[Explain what data and records you will collect in order to evidence project outputs. How will you ensure that you can attribute outputs to Tampon Tax funding?]*  *[How will you measure and be able to demonstrate the outcomes and impact of your project? How will you attribute outcomes to Tampon Tax funding?]*  *[If applicable, how will you measure and be able to demonstrate the outcomes and impact of onward grants delivered as part of your project? How will you attribute outcomes to Tampon Tax funding?]*  *[How will lessons learned be a) used to inform best practice within your own organisation and b) shared more widely to support others across the United Kingdom?]* |
|  | |
| **4.10 Long term sustainability:** | |
| *[In no more than 250 words, provide plans for ensuring the sustainability of the project beyond the lifetime of the funding, i.e. please explain how the benefits of this project will continue to be delivered after the funding from this grant has finished, please provide timescales]* | |
| **4.11 Equal opportunities and diversity:** | |
| *[In no more than 250 words, describe how your project is inclusive and operates within an equal opportunities and diversity framework. Are there any specific minority or equality issues relating to this project and the proposed beneficiaries that you have considered? Where available, please also attach your organisational equality and diversity statement]* | |
| **4.12 Safeguarding arrangements for children and vulnerable adults:** | |
| *[Please include details of arrangements for safeguarding children and vulnerable adults participating in this project. You should refer to your safeguarding policy, as well as your statement that confirms you have effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed*.*]* | |

1. **Project Finances**

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| --- | --- |
| **5.1 Total project cost:** | £ |
| **5.2 Amount of Tampon Tax Funding requested (capital costs above your capital de minimis can NOT be funded):** | £ |
| **5.3 Please show the split of requested Tampon Tax funding across:**  **England**  **Scotland**  **Wales**  **Northern Ireland** | £  £  £  £ |
| **5.4 If Tampon Tax funding does not make up the entire project cost, please outline the match funding which makes up the remaining balance?**  **Please outline any further in-kind support you will additionally contribute towards the development of the project.** | *Funding organisation: £X*  *Funding organisation: £X*  *Funding organisation: £X*  *[Please confirm the above funding has been secured and will be available for the start of your project]* |
| **5.5 Free reserves:**  (If your organisation holds over 12 months of free reserves we would expect you to contribute part of this to the project).  **Free reserves held by your organisation**  **Number of weeks’ running costs your free reserves represent?**  **Free reserves to be spent on this project?** | £      *[Please attach a balance sheet or statement of assets and liabilities as in your latest accounts]*    £      *[If you have free reserves of more than 12 months’ running costs, but are not spending any of these on the project, please explain why]* |
|  | |
| **5.6 If providing onward grants (made on the basis of open competition) as part of your project, please state how much will be distributed for this purpose:**  **Of the total project cost**  Split across the United Kingdom as shown    **Of the Tampon Tax Fund grant**  Split across the United Kingdom as shown | Total £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  Total £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £ |
|  | |
| **5.7 Project Budget:**  **(Please also attach a detailed budget breakdown)** | *[Confirm that you have completed and attached a project budget, and use this space to provide any additional commentary.*  *You should use the following cost categories as your starting point. Please note we can not fund capital projects or capital costs above your capital de minimis:*   * *rent and other estates overheads* * *staff costs including NI and pensions* * *travel and subsistence* * *agency staff / consultancy* * *recruitment costs* * *IT* * *promotional costs* * *training costs for staff and volunteers*   *training costs for beneficiaries/ service users*   * *monitoring and evaluation costs* * *dissemination of lessons learned / best practice* * *other Please specify.*   *You should make financial quarter and financial year totals clear - DCMS pay in arrears and work to a financial year of 1st April-31st March.*    *If you are funding more than one geographical area (i.e. more than one of England, Scotland, Wales and Northern Ireland) please ensure your budget clearly sets out this information.*  *If you are proposing to fund the project from multiple sources please indicate how much money from this grant will be assigned to each line of expenditure]* |
| **5.8 Proposed drawdown schedule:**  **Month of Claim** (claim period)    **Jul 2019** (for period Apr-Jun 2019)    **Oct 2019** (for period Jul-Sep 2019)    **Jan 2020** (for period Oct-Dec 2019)    **Mar 2020** (for period Jan-Mar 2020)    **Jul 2020** (for period Apr-Jun 2020)    **Oct 2020** (for period Jul-Sep 2020)    **Jan 2021** (for period Oct-Dec 2020)    **Mar 2021** (for period Jan-Mar 2021) | **Payments in arrears:**  *[Based on your budget, please indicate how much you wish to draw down for each claim period from each of the devolved administrations, i.e. if delivering in more than one of England, Scotland, Wales and Northern Ireland you will need to:*   1. *be able to detail project activities and therefore expenditure in each;* 2. *provide claims that use this detail to breakdown costs by administration.*   *You will submit all claims to DCMS, but we are required to confirm to each devolved administration the amount of funding that is being allocated in each area]*  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £  *[England]* £  *[Scotland]* £  *[Wales]* £  *[Northern Ireland]* £ |
| **5.9 Payments in Advance:** | |
| *[Payments will made in arrears and only paid in advance by exception. If you require payments in advance of spend, please use this box to explain and justify your reasons. You must also provide evidence which meets one or more of the criteria below:*  *a. you do not have enough working capital to start the project, such as costs for a recruitment process to staff the project;*  *b.    without advance payment you would be forced to breach internal policies to cover the costs e.g. forced to use too much of your free reserves or you do not have any free reserves;*  *c.    the project includes making onwards grants. In this case we will need you to demonstrate how you will ensure you pay onwards grants in arrears and only pay onward grants in advance when the same above conditions apply to the onward grant recipient;*  *d.    where there are specific legal barriers to an organisation reclaiming costs in arrears.*  *Please also amend the above drawdown schedule to show when you will need funding – your request will be considered as part of the assessment process]* | |
| **5.10 Financial management:** | |
| *[You will be expected to detail and evidence expenditure on a quarterly basis when making drawdown requests. Please describe the financial management systems and processes you will put in place to ensure you can account, on a quarterly basis, for Tampon Tax Fund expenditure accurately and transparently. This may include separate cost centres, separate bank accounts, clear roles and responsibilities within your finance team, etc.]* | |
| **5.11 Maximising value for money:** | |
| *[In no more than 250 words, explain how you will achieve value for money, including through minimising costs and maximising efficiency]* | |
| **5.12 If offered less funding:** | |
| *[In no more than 250 words, explain potential options, if you have them, for scaling back the project should less funding be awarded (please consider the impact on deliverable activities, outputs, outcomes)]* | |

1. **Mandatory Documentation Checklist**

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| **Document Required and attached:** | I |
| 1. Fully completed application form  *[a signed copy as a PDF and a version in word format]* |  |
| 2. Copies of all partnership agreements signed with each of the project partners (alternatively, correspondence from an authorised representative at each partner organisation confirming involvement in this project and acknowledgment of this application)  *[Where applicable]* |  |
| 3. Gantt chart or project plan  *[Optional]* |  |
| 4. Organisational equality and diversity statement  *[Where available]* |  |
| 5. Safeguarding policy and a statement that confirms the applicant has effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed [*required*] |  |
| 6. Copy of annual report and audited or certified accounts, covering the last two years  *[Or similar published information about your organisation if available. If you are a new organisation, please provide a projection of your first year of activity. Please note: in the event your last financial year end was more than 6 months ago we may request further accounting information at a later date as part of our due diligence process]* |  |
| 7. Detailed budget breakdown |  |
| 8. Evidence in support of request to be paid at point of need, rather than in arrears  *[If applicable]* |  |
| 9. Signed Constitution, Rules, Articles of Association or similar |  |
| 10. Contact details for two referees from a minimum of two organisations that have previously funded you to deliver a project  *[If possible please ensure one reference is from a government or local government organisation.*  *Please indicate if you are a new organisation without references]* |  |
| 11. Details of any grant funding you have received from a government or local government organisation in the last 5 years  *[Details should be laid out simply and include the value of the grant, start and end dates, and a 50 word max description of aims. If you have received more than 5 grants in the last 5 years please include details of the most recent grant received and the four highest value grants in the period]* |  |

1. **Authorisation**

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| --- |
| **Privacy Notice**  All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.  **Who controls the information you provide?**  The Department for Digital, Culture, Media and Sport (DCMS) controls any personal data you provide in your answers.  **Why are we collecting and processing your personal data?**  Your personal data is being collected and processed by DCMS to assess your application and suitability for the Tampon Tax Fund. Our legal basis for the processing is that it is necessary for performance of a task in the public interest.  **Will we share your personal data?**  Your personal data may be shared with other government departments as part of the grant management process, including but not limited to the Home Office and the Ministry of Housing, Communities and Local Government.  Your personal data may be shared with the Scottish Government, the Welsh Government and the Communities Department Northern Ireland as part of the grant management process.  We may also share your personal data with third parties if we are required to do so by law — for example, by court order, or to prevent fraud or other crime.  We will not transfer your personal data outside of the European Economic Area (EEA) or to international organisations.  If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable.  DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004).  **How long will we keep your personal data for?**  If your application is unsuccessful, it will be retained until March 2022, after which it will be destroyed. If your application is successful, it will be retained until March 2027, for analysis and reporting after which it will be destroyed.  **Your rights over your personal data**  You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.  **Your right to complain**  You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: [https://ico.org.uk/concerns](https://ico.org.uk/concerns/).  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer via [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk). |

I declare that I have the authority to represent *[insert name of organisation]* in making this application.

I understand that acceptance of this application does not in any way signify that the project is eligible for Tampon Tax Funding or that funding has been approved towards it.

On behalf of *[insert name of organisation]*, I confirm that:

* *[insert name of organisation]* has the legal authority to carry out the project; and
* The information provided in this application is accurate.

Signature: ………………………………………… Date: ……………………………..

Name: …………………………………………

Role: …………………………………………

**Completed applications should be returned to the Tampon Tax Fund team at:** [**ttf@culture.gov.uk**](mailto:ttf@culture.gov.uk)**.**

Please note:

* **the deadline for applications is midnight on Sunday, 20th January 2019**;
* all applications received by the closing date will be assessed following the closing date;
* any applications received after the closing date will not be assessed;
* all information and guidance relating to this round of funding can be found on gov.uk;
* as the application process is competitive, the Tampon Tax Fund team are not able to answer individual questions or respond to requests for support in completing the application.