**Department for Culture, Media & Sport (DCMS)**

**Subsidised fundraising training for small, local charities & community groups 2017 - 2019.**

**APPLICATION FORM**

Please read the guidance notes before completing this application form. When you are typing your form, use 12 point font size.

If you have any queries about the application form or how to apply, email rebecca.viney@culture.gov.uk by 26 January. Please note that after that date, we may not be able to answer your queries. We will publish the answers to questions we receive by 26 January by potential applicants by 2 February.

On Local Charities Day on 16 December Government announced it will provide funding for a further three years of subsidised fundraising training for small, local charities. Up to £100,000 per year will be made available to help small, local charities and community groups get the fundraising skills, knowledge and confidence they need to raise funds to support their work. This will help to ensure a more independent, more resilient and more sustainable civil society.

**This open competition process is to select a provider(s) to deliver the first two years of fundraising training.**

The Office for Civil Society (OCS) is making up to £200,000 available to fund training over these two years, set at up to £100,000 per year. For the purposes of this programme, year one is considered from March 2017 to March 2018 (with mobilisation period anticipated from March to June 2017) and year two is April 2018 to March 2019 (all funds must be spent by June 2019).The minimum grant size is £50,000.

This programme will support a project(s) that will offer the following (see below.) These will be provided to charities and community groups with an annual income of up to £1 million. In addition, within this income threshold, a particular aim is to target organisations which have a local focus within England (we understand this to mean organisations which predominantly operate within one region):

* subsidised fundraising training. Training should be delivered across a range of platforms, including face-to-face and online provision.
* Applicants are also asked to set out how the training sessions, materials and resources can be captured and made freely available, in particular online, wherever possible to maximise the sustainability and reach of this programme.

Please fill in this application form and submit it no later than: Wednesday, 15 February, noon*.* Please also submit any supporting documentation. Where specified, please do not exceed the word limit.

Please ensure you read the specific guidance for each question and complete each of the sections prior to submission. Incomplete applications will not be considered.

Proposals will be assessed by a panel. Please assume that assessors have no background knowledge of your organisation, its aims and what it does. It is therefore important that your application is as clear, concise and as unambiguous as possible.

We reserve the right to ask organisations any questions to help us during the selection process and to ask organisations to revise their proposal before a financial decision is taken.

**How to send the form to us**

Please send us your application form by email to rebecca.viney@culture.gov.uk. We will send you an acknowledgement email to confirm that we have received your application.

You only need to send us extra information if we specifically ask you to.

**Eligibility checklist**

This checklist will help you to check that your proposal meets our eligibility criteria and that you are sending us a fully completed application. If you are not able to answer yes to any of these, then please email us for any questions. If you answer **NO** to any of these questions, **except on state aid**, then your application will not be eligible.

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| **Eligibility criteria** | **Yes** |  **No** |
| My organisation is one of the following:* a legally constituted Civil Society Organisation (this could be a company limited by guarantee, or CIC for example) which may, or may not, also have charitable status.
* a business with a social mission or clear objectives in its corporate social responsibility policy toward increasing social action.
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| The benefits of my project focus on England and has the potential to reach all areas of England. |   |   |
| My project builds on or adapts an existing service. |  |  |
| My project will benefit small charities and community groups with annual income of up to £1 million, and recognises the particular aim within that income threshold to target organisations which have a local focus within England, and be free/low-cost for them to access. |   |   |
| Fundraising training is core to the service I am proposing. This training will be delivered in multiple formats, and includes both face-to-face and online provision. |   |   |
| My project sets out how the training sessions, materials and resources will be captured and made freely available, in particular online, wherever possible to maximise the sustainability and reach of this programme.  |  |  |
| I would have financial control over any grant that I was awarded rather than any other organisation. |  |  |
| The organisation(s) submitting this proposal is in a position to accept a grant offer by March 2017, mobilise quickly February to June 2017 and spend all funding by the end of June 2019. |  |  |
| I consider that this project will comply with state aid guidelines. |  |  |
| My organisation has showed how it will collaborate with other organisations in order to best deliver the project. |  |  |
| My organisation, and any organisations it will work in partnership with, has/ have an Equality and Diversity policy that applies to recruitment, HR and other standard business practices and is in line with [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents). |  |  |
| I and my partners will have due regard to equalities, in line with the Equality Act 2010, when designing and delivering the training. |  |  |
| The money I am applying for will be used primarily to fund revenue costs, and the total expenditure on capital items for this project will not exceed the value of £5,000. |  |  |
| I have completed every section of the form. |  |  |

**Your organisation**

If you are applying in partnership with another organisation, only the lead organisation may apply.

**Main contact details**

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| --- | --- |
| Title |  |
| Forenames |  |
| Surname  |  |
| Position or job title |  |
| Primary telephone |  |
| Email |  |

**Organisation details**

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| Organisation legal name(s) |  |
| Address |  |
| Primary telephone |  |
| Email |  |
| Website |  |

Please note we will use this as the main post address for all correspondence regarding this application.

**Organisation type**

What is your organisation’s legal status?

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| **Legal status** |  **Yes** |  **No** |
| A legally constituted Civil Society Organisation (this could be a company limited by guarantee, or CIC for example) which may, or may not, also have charitable status.  |   |   |
| A business with a social mission or clear objectives in its corporate social responsibility policy toward increasing social action. |   |   |

If you are a charity, what is your charity number?

Or

If your organisation is registered with Companies House, what is your company registration number?

Or

If you are not a registered charity or a registered company, please describe what you are and provide a link to (or a copy of) your constituting/governing documents

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What are the aims of your organisation as expressed in your governing documents? *(maximum 200 words)*

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Please provide a brief breakdown of your overall income, including primary sources of income.

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**Your application**

What is the name of your project?

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Please give a summary of your project. *(50 words)*

Provide a very short summary of your project, giving brief details of what you are going to do and why. If successful, this summary may be used to publicise your project.

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How many training opportunities will your proposal offer and how many beneficiaries will your proposal reach?

Applicants should note that the 2016 Small Charities Fundraising Training Programme, for which OCS provided funding of c.£110k, delivered c.1500 training places.

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In light of the ambition to ensure that training sessions, materials and resources are captured and made freely available, in particular online, wherever possible to maximise the sustainability and reach of this programme, how many further beneficiaries (i.e. beyond the small, local charities and community groups attending the training) will your project reach?

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Are you applying in partnership with another organisation? If so, please provide the names of all of the partner organisations.

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How much funding are you applying for?

Please note: you will be asked for a breakdown of project costs later in the application. Please ensure that you cross reference the total amount requested here with the figures elsewhere in this form.

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 Where will your proposed project operate?

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**For sections 1 - 3 please refer to the Guidance Notes on how to complete this form.**

**Section 1 - Your proposal**

1. Please describe the existing service or initiative that you plan to grow or adapt through this proposal (maximum 400 words)

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1. Please describe the project you would like us to fund, including how our money will help you to grow or adapt your existing service or initiative. Please include information about how the project will be delivered, including through which platforms (for example face-to-face and online provision) *(maximum 600 words)*

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1. Who is the target beneficiary group(s) for the service and why? Do you envisage specific eligibility criteria? How will you tailor your service to the different needs of small, local charities and community groups? *(maximum 500 words)*

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1. Please tell us how this funding would subsidise the training offered. Please set out if and what you would charge small, local charities and community groups to access training and how any fee will be used to support the programme. Please explain how you have arrived at the cost structure you propose *(maximum 500 words)*

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1. How would the project ensure that training sessions, materials and resources are captured and made freely available, in particular online, wherever possible to maximise the sustainability and reach of this programme? *(maximum 500 words)*

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1. Please set out whether and how your organisation will secure match funding, collaborate or work in partnership with other organisations in order to grow the size and impact of the project. Who is the other organisation(s) and how will you work together and manage your relationship with them? (*maximum 500 words*)

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1. What is the likely impact of the service you propose on the outcome and the goal we are interested in as set out in our Theory of Change (Figure 1)? What is the evidence for this?(*maximum 500 words*)

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**Section 2 - Measurement of impact**

1. Please tell us what data you collect, and how, from the relevant service(s) that you currently run and which you plan to grow or adapt with this funding. How does this enable you to demonstrate impact? *(maximum 300 words)*

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1. Please tell us how you would evaluate the programme, including working with our in-house evaluators (*maximum 500 words)*

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**Section 3 - Capacity to deliver**

10. Who will be directly responsible for the day-to-day running of the project, and what is their experience? *(maximum 500 words)*

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11. We plan to confirm grants to the successful applicant(s) in March 2017. We want the project(s) we fund to be operational by summer 2017 so the projects will need to set up/grow at speed. Please set out your mobilisation plan detailing how you would set up/grow your project between having your grant confirmed and summer 2017 *(maximum 500 words)*

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12. How will you know, during the delivery of your project, whether or not it is having the impact you intend? And how would you act to improve performance if necessary? *(maximum 500 words)*

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13. Please specify the milestones and key deliverables for your proposal in the table provided

Please note that the milestones entered here may form part of your monitoring if you are successful.

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|  **Milestone** | **March to June 2017** | **July to Sept 2017** | **Oct to Dec 2017** | **Jan to Mar 2018** | **Apr to Jun 2018** |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |  |  |  |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |  |  |  |  |  |

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|  **Milestone** | **July to Sept 2018** | **Oct to Dec 2018** | **Jan to Mar 2019** | **Apr to Jun 2019** |
| *[insert milestone]* |   |   |   |  |
| *[insert milestone]* |  |  |  |  |
| *[insert milestone]* |   |   |   |  |
| *[insert milestone]* |   |   |   |  |
| *[insert milestone]* |   |   |   |  |
| *[insert milestone]* |  |  |  |  |

14. Please provide a budget breakdown for your project. Please note OCS funding is limited to up to £100,000 per year of the programme.

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| **Expenditure (£)** | **Total Year One (£)** | **Total Year Two (£)** |
| *[Add direct project costs, e.g., venue hire, travel]* |  |  |
| *[Add direct project costs, e.g., venue hire, travel]* |  |  |
| *[Add direct project costs, e.g., venue hire, travel]* |  |  |
| *[Add indirect project costs, e.g., proportion towards overheads including staff time]* |  |  |
| *[Add indirect project costs, e.g., proportion towards overheads including staff time]* |  |  |
| *[Add indirect project costs, e.g., proportion towards overheads including staff time]* |  |  |
| **Total expenditure** |  |  |
| **Amounts covered by other funding (including match funding)** |  |  |
| **Total requested from OCS** |  |  |

15. Please list any other recent funding proposals you have made to DCMS, other Government departments or other external funders for this kind of work.

Please list funding proposals in the last three years, how much you have applied for, what your bid was for and whether or not you have been successful.

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| **Funder** | **What was the funding for** | **Amount requested (£)** | **Secured? Y/N** |
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16. Please complete the table below to show your organisation’s recent financial track record for the last two financial years for which you have audited accounts, and management figures for the current year to date.

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|  |  **Annual accounts 2014 – 2015**  | **Annual accounts 2015 - 2016** | **Management figures YTD** | **Projected full year figures** |
| Total Income  |   |   |   |   |
| Total expenditure |   |   |   |   |
| **Surplus/deficit**  |   |   |   |   |
| Current assets  |   |   |   |   |
| Current liabilities  |   |   |   |   |
| Fixed assets  |   |   |   |   |
| Term liabilities  |   |   |   |   |
| Unrestricted funds  |   |   |   |   |
| Restricted funds  |   |   |   |   |
| **Total funds**  |   |   |   |   |

**State aid**

17. Do you consider that Office for Civil Society providing funding for your proposal will be compliant with the EU state aid rules? Please provide brief reasons. *(maximum 250 words)*

Yes o

No o

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**Declaration**

As part of the application process DCMS may need to share information about your application with an interview panellist(s) from an external organisation(s).

DCMS may also need to share information about your application with other organisations such as other funders who may be able to support you.

You certify that the information contained in this form and any accompanying documents is true and correct, and that you have the authority to act on behalf of the organisation and this proposal has been approved by the Trustees/Directors.

If the application is successful, the information provided by the applicant in this application will form part of a legally binding offer letter.

By completing this declaration I agree to use of this data as outlined above.

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| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Date** |  |