



Beatrice Gilmore
Charitable Trust

APPLICATION FORM GUIDANCE NOTES

The following is designed to help you understand and respond to the questions on the Trust's online Application Form.

It provides guidance on answering selected questions in the application where we have found applicants have had difficulty in addressing the key matter that needs attention.

Please note that we have experienced a large number of applications in recent grant rounds and so if your application does not closely match the criteria in our Grant Making Policy, it is unlikely to be shortlisted. Please make sure you read our policy and your application is compatible with this to save you wasted effort in making an application that we are unlikely to shortlist.

SECTION 1: ORGANISATION DESCRIPTION

Describe the activities of your organisation:

Use this to describe what experience your organisation has, including what your organisation does, where it works and who it works with.

You should explain here or under Section 3 (if more appropriate) how your charity and any local partner uses participatory practice in its interaction with the ultimate beneficiaries. Here is a link to our understanding of this; please consider this before you address this matter in the application.

Towards the end of the form, we require you to report the name of your safeguarding officer and details of any safeguarding issue you or your local partner is facing that could in any way impact on this proposal.

SECTION 2: PROJECT DESCRIPTION

What does the project aim to achieve and how will it do this:

Be clear about what you hope your project will achieve, such as "This project aims to provide aids sufferers who have been excluded or at risk of exclusion from their community with a supported and achievable pathway to vocational training or sustained employment."

Be specific about exactly what you will be doing in order to reach your aims. For example, "We will run training" does not give any indication as to the depth or breadth of this activity, nor the impact of these. A clearer answer would be: "20 people at risk of exclusion will be trained in xxxx skills over 12 months and then supported over the following year by (i) monthly mentoring visits and (ii) at least five community contacts made with the specific aim of removing barriers of access to these beneficiaries"

List 3 or 4 of the most significant outcomes (changes) you expect as a direct result of your project?

An outcome is the change that you hope to see as a direct result of your intervention. A good outcome is:

- Specific – saying “beneficiaries will be taught new skills” is vague and lacks meaning. Instead, “We will train 20 aids sufferers with tailoring skills up to the basic standards set by the National Tailoring Guild” is specific and can be measured.
- Measurable – You will be expected to measure your progress towards each of your outcomes and report against this. Consider whether you are able to measure these. For example, “Contact will be made with the local community” is only measurable if you have recorded the occasions of those contacts and the resulting actions taken as a result of that contact. Ensure you specify the measures emphasising those that have impact.
- Realistic and achievable – The outcomes or changes that you hope to see must be achievable within the lifetime of the project. It would be wonderful if every beneficiary enrolled in your project eg successfully gained a vocational qualification, but there are many factors which could prevent this. Consider whether the change can be achieved within the timeframe of your project (1 to 3 years), and whether it is a realistic expectation.
- Within your sphere of influence – You may hope that providing training in tailoring will lead to economic self-sufficiency, but unless the intervention is directly targeting this, it is unlikely that your project will achieve this within its time-frame – this is outside of the sphere of your influence. However, if your project generates community initiatives based explicitly on this (eg contracts with the local authority), then a move towards self-sufficiency could be attributable to your project.

Amongst the outcomes you list, you should include how participatory practice has influenced your work with beneficiaries and any ongoing commitment to those beneficiaries and the community from which they are drawn.

SECTION 3. PROJECT PARTNER

We expect the project to be delivered by a project partner who has worked within the target community for a number of years and is fully attuned to the local culture and those institutions and individuals that can bring about sustainable change within that community. We expect you to explain how the partner organisation will use their skills, understanding and experience to advance the proposed project and their present use of participatory practice in delivering those outcomes.

We wish to encourage participatory practices so the beneficiaries of the project have a direct say in building (with the local partner) appropriate solutions to their own needs. Please let us know whether you wish for any of the local partner’s staff to have training in participatory practices and if it is feasible we will seek to arrange such training in addition to the award of the grant you have requested.

SECTION 4. PROJECT FINANCES

The Trust gives preference to projects with an element of matched funding, although this does not have to be £ for £. In kind contributions from local communities are encouraged. The trustees give preference to projects with an element of matched funding, although this does not have to be £ for £. In

kind contributions from local communities and local authorities are encouraged. We expect match funding to contribute between 20% and 60% of the funding. Generally, you should not ask for more than 10% of your prior year's income as the Beatrice element of the grant in the first year.

Please refer to the Beatrice Budget Guidance Notes and Template documents when submitting the budget.

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If you have any further questions, please refer to our website.