Gender and Sexual Orientation Partnership

Small Grants Application Form 2023-24

Guidance for completing the application

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| **Name of Group** |  |
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| **Contact address** |  |
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| **Telephone** |  |
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| **Email address** |  |
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| **Your Project** | |
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| **What is the main goal of your group or organisation?** | *What is the purpose and* ***aim*** *of your organisation? What does it exist to do?* |

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| **What activity will you do?**  *Which of our priority areas will your activity address?* | *This question is asking about the* ***outputs*** *and* ***objectives*** *of your project. So it's about what you will do, objectives and outputs are generally things that can be measured in numbers, such as number of sessions, or types of things you will do.*  *What kind of sessions?*  *talking or discussion;*  *social event;*  *an awareness raising or celebration event;*  *121 or group;*  *training or workshop;*  *doing or making things – cooking, sport, sewing etc.*  *Which of our priority areas does this project fit into?*  *1. Addressing Isolation in the LGBT+ community in Nottingham*  *2. Providing Safe Physical and Virtual Spaces for women*  *3. Empowering Women*  *4. Support for Women’s Voices*  *5. Mental Health Support*  *6. Digital Inclusion*  *Your project does not need to cover all or most of these areas – one is fine.* |

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| **Who is your activity for?**  *Which communities will you work with?* | *Is it for LGBT+ people? – If yes, is it for a particular group within the LGBT+ umbrella?*  *Is it for women? – Is there a particular age group, ethnicity or cultural group or women or LGBT+ people who have faced particular issues or who live in a particular part of the City?* |
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| **How long will your activity run for?**  *How many sessions or weeks? When will it be complete?* | *This question is asking about some of the* ***inputs*** *to your project. Inputs are the resources that are needed to achieve the aims of your project, so things like time, space, IT, objects etc.*  *Will it be a regular weekly or monthly session for a certain number of weeks? How long would this grant funding cover the running of your project? When will it start and when is it expected to finish?*  *Will it be a one off session? What is the proposed date? Does it have to be on that specific date – for example is it a meaningful cultural or social date?*  *Ensure that all dates are after the funding is expected to have been awarded (at least 8 weeks after the application deadline as we will not pay retrospective costs).* |
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| **Where will your activity take place?**  *Do you have a venue in mind?* | *This is another* ***input*** *to your project.*  *How do you know this an appropriate venue? Is it somewhere your community already uses and trusts?* |
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| **How many people will you work with?**  *How will you recruit participants?* | *The number of people that you expect to work with is part of your* ***objectives and outputs.*** *We ask this is as it is important for the panel to get a sense of the project and also to know how you will recruit people to your project - do you already know many of the people you plan to work with, or will you need to recruit all or most of them? How will you reach these people - particularly important when social distancing in place. Will other people be able to refer people to your activity/ project?*  *Give an estimated number of people you expect to work with for this project. Have you already identified people to participate through existing groups, online etc?* |
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| **Needs Identified: How have you considered the voices of your community in planning your project?** *Include evidence of community feedback in your application* | *This is part of your* ***aim*** *for this project/ activity.*  *This question helps us to understand why you should get funding for this specific project. How do you know this is an important/ worthwhile/ valuable activity to do?*  *What are the ways that you have found out that this is a valuable aim? i.e. people have asked you for something like this, people have said that they don’t know where to go for help, people have said that they are not able to access suitable mental health support etc.*  *How do you know this activity is needed?*  *- What have you been told by the community that you expect to work with? Give some short quotes or examples.*  *- Do sources of local data support the need for this activity? For example the JSNA, local Authority reports, other commissioners or funders reports, other local charities information.*  *Explain how you will work with the community to make sure that the project will:*   * *Meet their needs as identified in the question above;* * *Provides activities or sessions that they are interested in and possibly cannot access from other sources,* * *Delivers sessions that are appropriate to the specific community – i.e. private and confidential; women only; cover language needs etc.* |
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| **What difference will your activity make?**  *Give examples of how your activity will make a difference to the people you will work with. How will they benefit?* | *This is the change that you want to see in the people participating in your activity, or that the project is designed to help. It is the reason that you are doing this project - your main* ***aim****. It should be expressed as changes people will experience and is part of the* ***impact*** *of your organisation as a whole and helping you towards achieving you main aim.*  *How will this activity make a difference in people’s lives? In particular how will address the needs identified and the priority area for this funding?*  *Types of changes might include:*  *People will make friends and feel less isolated;*  *People will have learnt new skills and feel more confident;*  *People will report increased wellbeing;*  *People will be better able to discuss and express their needs and issues to others;*  *People will be able to access appropriate help and support;*  *People will have more awareness of important issues.*  *This is one of the most important questions in the application form as it’s where you demonstrate the value and importance of the work that you will be doing. The small grants are primarily focused on the changes and improvements in people’s lives.* |
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| **How will you measure impact?**  *How will you know that you have made a positive change?* | *Now that you have said what the difference is that you plan to make, you need to say how will you know when this has happened? How will you observe, record and measure the change that has been made so that you know you have achieved it and can report this back to us, to the people that you have worked with and to any future funders as examples in a funding application?*  *Ways to measure this include:*  *A survey;*  *Interviews with participants;*  *case studies;*  *before and after assessments;*  *We have a resource available to help with this – please ask about it.* |
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| **Policies**  Confirm you have the required policies and how you ensure they are up to date? | *You need to have:*   * *Equality and Diversity policy* * *Safeguarding policy (particularly if you are working with young people or vulnerable people)* * *Relevant insurance for your activity* |

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| **Project Costs** | | | | | | | | | | |
| **Grant amount requested** | **£** | |  | | | | | |  | |
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| **Budget summary**  *List what the grant money will be spent on. Include costs for staff & volunteers.*  *Single items over £250 require quotes from two places.* | Item | | | Amount £ | |  | Item | | | Amount £ |
| *Breakdown the costs, for example:*  *Volunteer expenses - 2 volunteers at £5 per session for 8 sessions (2x£5x12 = £120)*  *Room hire - £40 per session for 8 sessions* | | | *£120*  *£320* | |  | *Are your costs reasonable? Are they in line with what other local charities may spend on similar things? Have you considered where money can be saved and costs reduced?* | | |  |
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| **Confirmation and Endorsement** | | | | | | | | | | |
| **Details of person completing form**  **Name of Trustee from your organisation** | **Name** |  | | | **Role in Organisation** | | |  | | |
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| **Name** |  | | | *This trustee cannot be the same person as, and must be unrelated to, the person completing the form.* | | | | | |
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