

COMMUNITY GRANT PROGRAMME

ADVICE ON COMPLETING THE APPLICATION FORM

It is important to read these notes prior to completing your online application form. The notes will take you through each section giving examples and prompts for the type of information we require.

The Online Application Form Section by Section

► ORGANISATION TAB

NAME OF CHARITY

Outline the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name for example, "Anytown Community Development Association (ACDA)".

CHARITABLE STATUS

In Northern Ireland, charity registration is gained through the Charity Commission for Northern Ireland. If your organisation is registered as a charity, please record the Charity Number in the corresponding text box. If your charity is not registered with CCNI, enter your HMRC Charity reference number.

► BACKGROUND TAB

BACKGROUND TO CHARITY

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of full time staff, part time staff, committee members and volunteers involved.

► PRESENT ACTIVITIES TAB

PRESENT ACTIVITIES

Tell us about the day-to-day activities in your organisation, detailing the services you provide to give us a feel for your organisation's work. Use this section to describe your organisation, why it was set up and who benefits from it.

► PROJECT TAB

TITLE OF PROJECT

To sum up your project, give it a title which reflects the project for which you are applying. For example, "Activities for Anytown Older People".

PROJECT DESCRIPTION

Tell us how you identified a need for your project. Outline the purpose for which funds are being sought. Have you been asked to provide this service? Did you undertake a survey? Clearly state the overall aim of your project, for example, Aim: "To improve social facilities for disadvantaged older people in Anytown".

OUTLINE 3 OBJECTIVES FOR YOUR PROJECT

Keeping your overall aim in mind, list up to three objectives to describe how you will fulfil this aim. Your objectives should be measurable by including targets to allow you, and us, to monitor the progress of your project and to evaluate its success. For example, using Anytown as set out above, your objectives might be;

- To increase the number of social evenings for disadvantaged older people from 1 per month to 1 per week
- To run a crafts session once per month
- To provide monthly talks for the older people

Tell us how you would achieve each objective.

WHO WILL BE BENEFITING DIRECTLY FROM YOUR PROJECT?

Describe the type of people your project will support and explain how they are disadvantaged, for example, young people at risk of offending, children with physical disabilities or disadvantaged older people. Also explain HOW they will benefit from this project.

HOW MANY PEOPLE WILL BENEFIT?

Complete and explain how you calculated the number of people who will benefit directly and indirectly from your project. For example, if your project is to provide a playgroup for 35 children each week, your total direct beneficiaries might be 35 children over a year and the indirect beneficiaries would be the number of parents of the children.

MEASURING SUCCESS

In this section you need to illustrate how you will judge the success of your project in relation to the objectives you have set.

► FINANCIAL TAB

AMOUNT NEEDED FOR THE PROJECT

Indicate the costs needed for each budget heading and for that heading the amount you are requesting from The Halifax Foundation for Northern Ireland.

► BALANCE TAB

FUNDS FROM OTHER SOURCES

Detail the other sources from which you plan to fund the balance required for your project, how much has been secured or is still pending from that source.

► SUSTAINABILITY TAB

SUSTAINABILITY

If you plan to continue your project beyond the life of The Halifax Foundation for Northern Ireland funding, please explain how you plan to do this and raise the necessary funds. If not, please explain why the project is a time limited project.

HALIFAX FOUNDATION FOR NORTHERN IRELAND

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► FINANCIAL HISTORY TAB

FINANCIAL HISTORY FOR THE LAST THREE YEARS

Complete this section fully detailing the financial position of your organisation over the last three years as shown in your accounts. If your organisation has been established within the last 3 years and does not have 3 sets of accounts, enter details of the accounts that are complete.

► CLASSIFICATION TAB

CLASSIFICATION

Please select the options that best reflect the project for which you are applying.

► DOCUMENTS TAB

In order for your application form to be considered for funding, the following documentation should be uploaded with your application form. Please remember to click 'upload' to complete the process. If you need to post the documentation, as you do not have an electronic version, please ensure the documents reach us within one week of submission. We would encourage you to use recorded delivery.

1. Charitable Status

Must relate directly to the applicant organisation, and confirm charitable status. If you are not yet registered with Charity Commission Northern Ireland, enclose your HM Revenue & Customs Letter of Recognition.

2. Most Recent Annual Report or Minutes of AGM

If the organisation is new, the minutes from the meeting when the Constitution was formally adopted are acceptable.

3. Most Recent Audited or Independently Examined Accounts

Audited accounts must be signed or stamped by both the Auditor and an office bearer of the organisation. Independently examined accounts must be signed by both an individual with the requisite ability who is external to the organisation, and an office bearer of the organisation.

4. Memorandum and Articles of Association/Constitution

Must be adopted by the Committee and have a handwritten signature by an office bearer.

5. List of Office Bearers

Must contain name and position of the current office bearers.

6. Job Description and Personnel Specification

If applying for a grant that supports salary costs, both documents must be provided.

► DECLARATIONS TAB

DECLARATIONS

Complete full details for the Senior Officer and the Independent Referee. Ensure that you have contacted these individuals and that they are happy to be named in the application form.

Note: The Senior Officer should NOT also be the Main Contact. The referee should be external to your organisation and not related to a staff or Committee Member.

► SUBMIT TAB

If you agree with the statement outlined in the Submit Tab you must type 'I AGREE' into the text box and click on 'Submit Application'.

HALIFAX FOUNDATION FOR NORTHERN IRELAND

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