Communities Fund – Sample application form

This is a sample application form for the Communities Fund. You can use this form to draft your answers to questions offline, but your application form must be submitted using the online form via our [grants portal](https://hydehousing.flexigrant.com/).

If you have any questions or need any support with accessing, completing or submitting the application, please contact the Hyde Charitable Trust (HCT) via email at hct@hyde-housing.co.uk, or contact your Partnerships & Projects Manager.

# Section 1: Introduction

Before drafting the application:

Ensure you’ve read the Applicant guidance notes.

Ensure you’ve discussed your proposal with HCT’s Partnerships & Projects Manager. If you’re unsure who they are, contact us at hct@hyde-housing.co.uk and we’ll connect you with them.

Go through the form and ensure you can answer all questions and meet all requirements.

Ensure you’re authorised to submit the application on behalf of your organisation.

Ensure you have all documents and policies available for submission.

Ensure your details [on the grants portal](https://hydehousing.flexigrant.com/myinfo.aspx) are correct and up-to-date. You’ll be able to update these in the “My contact details” section on the portal.

When completing the application:

Questions with a red star on the grants portal are mandatory and you won’t be able to submit the form without answering them.

Some questions have a maximum word limit (which you’ll find in the question title). Please don’t exceed the word limit as you will be unable to submit the form. Don’t worry if you use fewer words.

The application form doesn’t have to be completed in one go. You can save the form at any time and return to it at a later date.

# Section 2: About your organisation

## About your organisation

### Name of your organisation or group

Organisation legal name (As noted on your governing documents)

Name your organisation uses in your day-to-day work (if different)

### Please provide the contact details of your organisation and the details of the lead person if different to the organisation details.

|  |  |  |  |
| --- | --- | --- | --- |
| Lead organisation | Organisation name | Organisation type | Phone |
|  |  |  |  |

### Website (please provide a link to your website if you have one)

### Social media channels (please provide a link to your main social media channel/s, max 20 words)

### Briefly describe the purpose of your organisation (max 50 words)

Include your aims, purpose and main activities.

### What type of organisation are you?

Please select one type that best describes your organisation.

 Charitable Incorporated Organisation (CIO)

 Community Interest Company (CIC)

 Company Limited by Guarantee

 Registered charity

 Social enterprise

 Voluntary or Community organisation

 Other (please specify)

**If you are a Voluntary or Community organisation** - please upload your signed Constitution.

You can upload \*.doc, \*.docx, \*.pdf. Maximum size is 20MB.

**If Other** – please specify (max 10 words).

### Please enter the charity number (if applicable)

### Please enter the company number (if applicable)

### Please upload your most recent annual accounts.

You’ll only need to upload your most recent accounts if they don’t appear on the Companies House or Charity Commission websites yet. The annual accounts must be less than 18 months old. If your most recent signed annual accounts are more than 18 months old, we’ll accept a draft version of your latest annual accounts instead. If you don’t have a set of annual accounts yet, then please attach a signed income and expenditure (or profit and loss) summary for the last 12 months or a cash flow forecast.

You can upload \*.pdf, \*.xls, \*.xlsx, \*.csv. Maximum size is 20MB.

### Please upload a copy of your bank statement

The bank statement should be no more than three months old. The three-month period applies from the date when you submitted the application form.

You can upload \*.pdf, \*.jpg, \*.jpeg. Maximum size is 20MB.

### Organisation turnover in the most recent financial year

### **Is there anything you want to tell us about your current financial situation or organisational challenges?** (max 100 words)

For example, reasons for any deficit, reasons for large or low reserves, old financial information or if any staff have been furloughed.

### Have you been awarded a grant by Hyde Charitable Trust in the financial year 2021/2022, 2022/2023 or 2023/2024?

 Yes – no action needed.

 No

**If** **No** – please complete question 13a.

### 13a. Please upload a signed copy (an actual signature either written or copied digitally) of your bank details on the company’s headed paper.

To help us set you up on our system and process the payment as quickly as possible, please ensure the uploaded document includes the following information:

Organisation’s name and address

Email address for purchase orders and email address for remittance advice (this could be the same address)

Your phone number

Bank account details

Tax status (are you based in the UK? Are you VAT registered?)

VAT registration number (if VAT registered)

You can upload \*.pdf. Maximum size is 20MB.

### How many full-time equivalent staff work for your whole organisation?

By full-time we mean around 37 hours per week.

## About your lead contact

### Name of Lead contact person

This is the person who is authorised to make this application on behalf of your organisation and who will be able to respond to any questions about this application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Contact name | Phone | Email | Address complete |  |
|  |  |  |  |  | (Edit) |

# Section 3: About your project

### What is the name of your project? (max 10 words)

### Please provide a brief description of the work you intend to deliver. (max 50 words)

This will not be assessed but we may use this in our publicity and other materials.

### When will your project start and finish?

The project start date must be between 8 and 16 weeks from when you submit your application to us. The project end date is the date by which you submit the evaluation report.

Start date (DD/MM/YYYY format)

End date (DD/MM/YYYY format)

### Duration of the project (in months).

There is no minimum duration. The maximum duration of the grant is 36 months.

### Please tell us about your project and what would you like to deliver? (max 500 words)

As you describe your plans, please also use bullet points to tell us about the key dates of the project and what you plan to do. If you’re looking to develop new provision that meets an identified need in Hyde communities, please highlight it here also.

### If you have a plan/idea for organisational and/or financial sustainability which you'd like to test throughout this grant, tell us about it here. (max 100 words)

We encourage you to use some of the funding to test a new idea which may improve your sustainability. Remember you can include this in your project budget.

### If you’re planning to deliver this project in partnership with other organisations or funders, please tell us who they are; what their roles are; what their contribution to the project is. (max 200 words)

## Participants and sessions

### Who are your intended participants? (select all that apply)

See the Applicant guidance notes for the definitions.

Children and young people

Working-age adults

Older people

### Which of the following groups of people are you planning to work with? (select all that apply)

We’re particularly interested to hear about the participants you’re planning to work with in this project, rather than those whom you work with in general.

People who emigrate (asylum seekers, refugees, people with undocumented status)

People with English as an additional language

People experiencing ethnic or racial inequality

Disabled people

Neurodivergent people

People with special educational needs

People experiencing poverty or economic inequality

LGBTQ+ people

Homeless people or at risk of becoming homeless

Offenders/ex-offenders or people at risk of offending

Victims of crime, violence or abuse

Women and girls

People in care, looked after or care-leavers

People excluded from education, not in education, employment or training

Other – please specify group/s (max 50 words)

### How did you involve the intended participants (mainly Hyde residents) in co-designing the project? (max 100 words)

If you were unable to involve your participants (particularly the Hyde residents) in the co-design then tell us how have you ensured that this project meets their wants and needs.

### How will you involve the participants (mainly Hyde residents) in shaping the project during its delivery? (max 100 words)

We would like to understand how you will ensure that the participants play an active role in steering the project’s delivery and that their voice is being heard throughout the delivery.

### What is the total number of beneficiaries your project plans to support?

By core participants we mean those who will attend three or more sessions/events. Please count each participant once.

Hyde residents – core participants

Hyde residents – other participants

Non-Hyde – core participants

Non-Hyde – other participants

### If the number of Hyde beneficiaries is lower than 50% of the total, please tell us why. (max 50 words)

### How many sessions/events do you intend to deliver throughout the grant?

One-to-one sessions

Group sessions

Training sessions for your staff (CPD, workforce development)

Training sessions for your participants

Community and social events

Other (please specify)

## Evaluation

### Which one of HCT’s core themes is the most relevant to your project?

See the Applicant guidance notes for the definitions.

Preventing homelessness

Supporting aspirations, choice and employability

Connecting communities

### What two to three changes/outcomes would you like to see as a result of this project? (max 50 words)

Please ensure each of your outcomes is a single short to mid-term change and is linked to the need of your participants and HCT’s core themes.

Also ensure, that the activities you want to deliver and ideas you want to test will help you work towards these intended changes. If your application is successful, we will work with you to agree and finalise your outcomes for reporting.

Some examples of the outcomes are: Improved financial security; Improved understanding and application of different evaluation methods; Improved employability skills; Increased confidence; Increased social connections; Improved voice of the community.

### What data do you intend to collect that will help you measure and report on your changes/outcomes? (Select all that apply)

Whilst we recognise that you’re collecting a range of data already, please be realistic about the amount of data you collect for the purpose of this grant. The data which you intend to collect should help you evidence the progress towards your expected changes/outcomes as outlined in the previous question. You may find the link to the [Five types of data for assessing your work](https://www.thinknpc.org/blog/5-types-of-data-for-assessing-your-work-an-explainer/) useful.

 Accreditation

 Questionnaires, surveys or feedback forms

 One-to-one or group discussions, or focus groups

 Reflective diaries, observations

 Photos or videos

 Case studies

 Other (please specify)

**If Other** - please specify (max 20 words)

# Section 4: Budget

As well as covering delivery costs, we are keen to support the sustainability of your organisation too. This means you can include core costs in your project budget. Whilst there is no minimum or maximum limit for the core costs, we would like to see some delivery covered by HCT.

Please remember that:

Your project budget should **cover all activities** (ie, project management, comms and publicity, salaries of staff working on the project, evaluation, monitoring and time you’ll spend reporting to HCT, training, travel, rent and venue hire, refreshments etc). These costs will then be paid for by the HCT grant or by match-funding.

You **must show how you have calculated** each budget line. (eg, Youth worker – 5h per week x £14 per hour x 24 weeks = £1,680.)

If your proposal is a multi-year grant, you must provide a breakdown for each budget line, per year (eg, Youth worker – 5h per week x £14 per hour x 24 weeks = £1,680 in Year 1 and £1,680 in Year 2.)

All staff working on this project should be paid at [the real Living Wage rate or above](https://www.livingwage.org.uk/what-real-living-wage).

There are **no** **minimum** match-funding requirements, however, we’d like to understand the total cost of running the project. Whatever is not covered by HCT, please include that in the match funding section.

Where there’s exchange of money, this would be considered as cash match funding. Where there’s no money exchange involved, this is called in-kind support. Please include both in the match funding section.

You can include contingency costs in the budget (up to 10% of the request from HCT).

### How much will the project cost overall?

### How much are you requesting from HCT?

### Please provide a budget breakdown of your request from HCT. (max 200 words)

As you do this, ensure it’s clear how you’ve calculated each budget line. If your project is a multi-year programme, make it clear how much are you requesting per year.

### 3a If you prefer, you can upload your project budget in an alternative format.

You can upload \*.xls, \*.xlsx, \*.doc, \*.docx. Maximum size is 20MB.

### How much match-funding do you need to secure from other sources?

This would typically be the **difference** between the overall project cost and your request from HCT.

### Please provide a breakdown of the match-funding contributions. (max 150 words)

As you do this, ensure it’s clear how you’ve calculated each budget line and what is the source of the match-funding. If your project is a multi-year programme, make it clear how much are you receiving per year. You can include both cash and in-kind match-funding in this section.

You can include this information in the uploaded project budget.

### How much match-funding have you already secured from other sources?

### If there is any match-funding which you haven’t secured yet, tell us about your plans to meet this. (max 50 words)

### Are the staff working on this project going to be [paid at or above the real Living Wage](https://www.livingwage.org.uk/what-real-living-wage)?

 Yes

 No

**If No** – please tell us why? (max 50 words)

# Section 5: Your policies

## Safeguarding

### Does your organisation have appropriate safeguarding policies and procedures in place to protect children, young people and vulnerable adults?

 Yes

 No

**If No** – unfortunately, we cannot invest in organisations that do not have safeguarding policies and procedures in place.

### When was your safeguarding policy last reviewed or updated?

HCT encourages a regular review of the safeguarding policy. We request that this is reviewed at least every two years.

Date (DD/MM/YYYY format)

### Please upload the most recent copy of your safeguarding policy/policies (children and young people and vulnerable adults).

You can upload \*.doc, \*.docx, \*.txt, \*.pdf. Maximum size is 20MB.

### Have all people working on this project, who have contact with children, young people and vulnerable adults, had Safeguarding training?

 Yes

 No

**If No** – please tell us why? (max 50 words)

### If you plan to work with children, young people or vulnerable adults within this project, do all staff and volunteers involved in related activities have the appropriate level of DBS (Disclosure and Barring Service) check?

 Yes

 No

 Not applicable

**If Yes** – how often are these checks repeated? *(max 30 words)*
**If No** – please tell us why? *(max 50 words)*

### What is the name and job title of the person(s) in your organisation who are responsible for the safeguarding of children, young people and vulnerable adults? (Please list all designated and deputy safeguarding leads.)

|  |  |  |
| --- | --- | --- |
|  | Full name | Job title |
| Person 1 |  |  |
| Person 2 |  |  |
| Person 3 |  |  |

## Equality and Diversity

### Please tell us about how your project or service is/will be accessible to all intended participants (max 100 words)

Think about the groups of people you’re planning to work with. Describe the barriers they are or may be facing to accessing and/or actively participating in your project. Tell us about what you will do to remove them.

### How many people are on your senior leadership team?

By senior leadership team we mean your board of trustees or management committee, and people in your organisation responsible for a significant amount of your organisation’s decision-making.

### What percentage of your senior leadership team self-identify as belonging to any of the following group/s? (Please complete relevant fields and enter a number without the percent sign %)

We ask for this information because we’d like to better understand the organisations we invest in. If we publish this information externally (ie, in our annual impact report), we’ll report on these as a group and the data won’t be attributed to your organisation.

Disabled people

Neurodivergent people

Women and girls

LGBTQ+ people

Young people (under 25)

People experiencing poverty or economic inequality

People experiencing ethnic or racial inequality

Other – please specify and include a characteristic that is not listed but is important to your organisation (max 50 words)

### 9a If this data is not available then tell us why?

We collect this data but I don’t have permission to share it

We don’t collect this data

We prefer not to share this information

### In your own assessment, does the composition of your senior leadership team reflect the communities that you work with as an organisation?

 Yes

 No

 Not sure
 Prefer not to answer

**If Yes** – what indicators do you use to assess this? (max 50 words)

**If No** – please can you tell us more? (max 50 words)

# Section 6: Declaration

By submitting the application form to Hyde Charitable Trust, you confirm that:

1. You (the lead contact in this application form) are authorised to apply for a grant from the Hyde Charitable Trust on behalf of your organisation (the lead organisation in this application form).

2. The information given in this application is true and you confirm that the attachments to this application are current, accurate and adopted or approved by the organisation.

3. The costs you wish to cover by this grant are not already covered by other revenue funding.

4. Your organisation is eligible to apply for this Fund.

5. Your organisation will use the grant only for the purposes set out in the project application. Your organisation will not make any changes to the project, or how the grant is to be spent, without the prior agreement of the Hyde Charitable Trust.

6. You understand that you must spend the grant by the date you have specified in our application. You understand that if the grant is not spent within the time frame, the funding may be withdrawn.

7. You will make sure that your organisation keeps the children, young people and vulnerable adults involved in its project safe.

8. You are giving us consent to collect, store, and use your sensitive personal data only for the purposes outlined above. The personal information you have provided will be processed in accordance with the Data Protection Act 2018. For further information, write to Data Protection Officer, The Hyde Group, 30 Park Street, London, SE1 9EQ or see our Privacy Notice on our website: <https://www.hyde-housing.co.uk/privacy/>.

Name:

Position in organisation:

Date:

# Section 7: Finishing your application

### You must tick all the boxes that apply to you to confirm that you have uploaded the required information with your application. Please save the attachments clearly and ensure the title of the file includes your organisation name:

 Copy of your signed Constitution (only if you’re a Voluntary or Community organisation)

 Copy of your safeguarding policy (children and young people, and vulnerable adults)

 Copy of your bank statement (no more than three months old)

 Signed copy of your bank details on the company’s headed paper (only if you haven’t been funded by HCT in the past two years, or your bank details changed recently)

 Your most recent accounts (only if they don’t appear on the Charity Commission or Companies House websites)\*

\* The annual accounts must be less than 18 months old. If your most recent signed annual accounts are more than 18 months old, we’ll accept a draft version of your latest annual accounts instead. If you don’t have a set of annual accounts yet, then please attach a signed income and expenditure (or profit and loss) summary for the last 12 months or a cash flow forecast.

### What’s next?

Please ensure you’ve submitted your application and you’ve completed all sections. Incomplete applications will not be assessed. Your completed application will be assessed by our HCT Team and you will receive notification of our decision within 4 weeks. A member of our HCT Team may contact you if we need to confirm or query something you have written in your application.

If your application is successful, we will send you an Offer letter and Grant Agreement for completion. You’ll need to have the document signed by two members of your organisation who are authorised to do so.

If you are unsuccessful, we will write to you with a feedback.