**STAGE 1 MAIN FUND**

**GRANT APPLICATION FORM**

This form is to be used to prepare the draft for your [online application](https://bfss.org.uk/grant-giving/displacement-education-fund/). Applications cannot be submitted using this form. Please ensure you have read the [Stage 1 Application Guidance Notes](https://bfss.org.uk/wp-content/uploads/Stage-1-Application-Guidance-Notes.pdf) before beginning your application. Fields marked \* are compulsory.

**1. Organisation Details**

|  |  |
| --- | --- |
| Organisation name\* |  |
| FOR UK PROJECTS ONLY: Type of organisation (eg registered charity, school, alternative education provider etc)\* |
|  |
| UK charity registration number (if applicable) |  |
| Website (if applicable) |  |
| Describe the activities of your organisation (maximum 250 words)\* |
|  |
| Year your organisation was established\* |
|  |

**2. Project Description**

|  |
| --- |
| Project start date (if already started, please specify when it began)\* |
|  |
| In which country (or countries) will the project work be undertaken?\* |
|  |
| Project title (maximum 30 words)\* |
|  |
| Describe the need the project is seeking to address (maximum 100 words)\* |
|  |
| Describe the main activities of the project (maximum 100 words)\*  |
|  |
| List 3 or 4 of the most significant outcomes (changes) you expect as a direct result of your project. Please make sure that these can be measured, and are directly attributable to your project. A logframe detailing these will be required at Stage 2. (maximum 30 words for each change) |
| Change 1\* |  |
| Change 2\* |  |
| Change 3\* |  |
| Change 4 |  |
| How many people are expected to benefit directly from this project? Explain who these are (eg 50 children aged 5-10, 5 teachers) and how they will benefit (maximum 100 words)\* |
|  |

**3. Partners and Stakeholders**

|  |
| --- |
| Will you be working with or through one or more partner organisation or organisations?\*  |
| Yes/No |
| If yes, provide details of the partner organisation(s) primary role in the delivery and management of the project concerned (max. 100 words) |
|  |
| If yes, provide details of your organisation(s) primary role in the delivery and management of the project concerned (max. 100 words) |
|  |

**4. Project Finances**

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| --- |
| For UK projects you can request up to £100,000 over 1 to 5 years.For international projects you can request up to £60,000 over 1 to 3 years.The maximum per year for all projects is £30,000. |
| How much are you applying for from BFSS?\* |
|  |
| Breakdown of funding requested maximum £30,000 per year. This must total the amount above. |
| Amount requested for Year 1\* |  |
| Amount requested for Year 2 |  |
| Amount requested for Year 3 |  |
| Amount requested for Year 4 (UK only) |  |
| Amount requested for Year 5 (UK only) |  |
| What is the total cost of the full project (including costs funded from other sources)\* |
|  |
| On the last page of the application you will be required to upload the project budget clearly indicating elements BFSS is being asked to fund, other sources of funding secured against the project or applications in progress, contribution from the local community or the charity, support in kind.  The [BFSS Budget Template](https://bfss.org.uk/wp-content/uploads/Budget-Template.xlsx) should be used as a guide to ensure all relevant information is included. Please refer to the [Budget Guidance Notes](https://bfss.org.uk/wp-content/uploads/Budget-Guidance-Notes.pdf) and [Sample Budget.](https://bfss.org.uk/wp-content/uploads/Sample-budget.pdf) |
| Please clarify, if necessary, the figures for the project cost and the grant amount you are applying for (maximum 100 words) |
|  |
| Grant duration (months)\* |  |

**5. Organisation Finances**

|  |
| --- |
| Details from your organisation’s most recent Annual Financial Accounts |
| Annual income\* |  |
| Annual expenditure\* |  |
| Unrestricted Reserves\* |  |
| Comment on any unusual aspects of your Annual Financial Accounts reflected in these figures (maximum 100 words) |
|  |

**6. Contact details**

|  |  |
| --- | --- |
| First name\* |  |
| Surname\* |  |
| Position\* |  |
| Email address\* |  |
| Office phone\* |  |
| Mobile phone |  |
| For the purpose of keeping you updated about future funding opportunities or other issues relevant to BFSS' work, do you give your consent for the personal details provided in this form to be stored on the BFSS' systems after this project application is no longer active? i.e. after the application is either turned down or if successful after the project and reporting has come to an end. We will not pass your details onto any other organisations. This consent can be withdrawn at any time by contacting BFSS. For full details of how we may use your data please view our [Privacy Notice](https://bfss.org.uk/privacy-policy)\* |
| Yes/No |
| We receive many more good applications than we have funding for. Due to the high volume of applications we receive, we are unable to give feedback to Stage 1 applicants but will endeavour to provide brief feedback to all Stage 2 applicants in order to assist them with further funding applications. Our decision on Stage 1 and Stage 2 applications is final. Please tick to confirm you acknowledge and accept this before submitting your application. |
|  |
| How did you find out about the BFSS?\* |
|  |

Please now use the [[online form](https://formapply.formstack.com/forms/bfss_eligibility)](https://bfss.org.uk/grant-giving/displacement-education-fund/) to submit your application.

Please note that if invited to submit a Stage 2 application, you will be required to create and upload a simple logframe using the [BFSS Logframe Template.](https://bfss.org.uk/wp-content/uploads/Logframe-Template.xls) If your project is a construction project, you will be asked to provide a construction schedule, plans or drawings, and detailed costing.