**STAGE 2 – MAIN FUND**

**GRANT APPLICATION FORM**

This form is to be used to prepare the draft for your online application. Applications cannot be submitted using this form. Please ensure you have read the [Stage 2 Application Guidance Notes](https://bfss.org.uk/wp-content/uploads/Stage-2-Application-Guidance-Notes.pdf) before beginning your application. Fields marked \* are compulsory.

**1. Organisation Details**

|  |  |
| --- | --- |
| Organisation name\* |  |
| FOR UK PROJECTS ONLY: Is your organisation a registered charity?\*  |
| Yes/No |
| If no, what type of organisation is it? (eg school, alternative education provider etc)\* |
|  |
| Organisation address\* |  |
| Head office telephone\* |  |
| Website (if applicable) |  |
| Describe the activities of your organisation (maximum 250 words)\* |
|  |
| UK charity registration number (if applicable) |
|  |
| Year your organisation was established\* |
|  |
| Year your organisation was registered with the relevant Charity Commission or regulatory body |
|  |
| Please enter any further details regarding when your organisation was established and its charitable status |
|  |
| How many people currently sit on your governing body?\* |
|  |
| How many people are employed by your organisation? (Number of people rather than Full Time Equivalent staff number)\* |
|  |
| Excluding anyone on the governing body, how many regular volunteers support your organisation?\* |
|  |

**2. Project Description**

|  |
| --- |
| Project Start Date\* |
|  |
| In which country (or countries) will the project work be undertaken?\* |
|  |
| In which counties or districts will the project work be undertaken?\* |
|  |
| Project Duration (months): |
|  |
| Choose all relevant level(s) of the education system this project supports\* |
| Pre-school (under 5 years) |  |
| Primary (4 to 11 years) |  |
| Secondary (11 to 16 years) |  |
| Tertiary (16 to 25 years) |  |
| 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)\*  |
|  |
| Provide a summary of your project plan with key milestones and timescales (maximum 200 words)\* |
|   |
| Please download the [BFSS Logframe Template](https://bfss.org.uk/wp-content/uploads/Logframe-Template.xls) and refer to the [Sample Logframe](https://bfss.org.uk/wp-content/uploads/Logframe-Example.pdf) to create a simple logframe. You will be required to upload this on the last page of the application. |
| List 3 or 4 of the most significant outcomes (changes) you expect as a direct result of your project as detailed in your logframe? Please make sure that these can be measured, and are directly attributable to your project (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)\* |
|  |
| What are the main environmental impacts of your project and how have you considered ways to minimise these? (maximum 250 words)\* |
|  |
| What are the main risks to the successful delivery of this project, and what plans are in place to mitigate for them? (maximum 250 words)\* |
|  |

**3. Partners and Stakeholders**

|  |
| --- |
| Will you be working with one or more partner organisations? |
| Yes/No |
| If working with a partner organisation, you will be required to upload your partnership agreement (eg Memorandum of Understanding or equivalent) at the end of the application |
| If yes, provide details of the partner organisation(s) concerned and their respective roles in the delivery and management of the project (max. 250 words) |
|  |
| Provide details of your organisation's primary role in the delivery and management of the project |
|  |
| Have you consulted with local stakeholders in designing the project (eg local authorities, schools, community leaders)? If so who, and what were the results? (max 250 words)\*  |
|  |
| Have you consulted with children or young people in designing the project? If so, who and what were the results? (max 250 words)\* |
|  |

**4. Project Future Plans**

|  |
| --- |
| What do you expect to be the lasting impact of the project? (maximum 250 words)\* |
|  |
| If you expect activities to continue beyond the BFSS grant term, how will you do this once funding has come to an end? (maximum 250 words)\* |
|  |

**5. Monitoring**

|  |
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| Who will be responsible for ensuring the project is delivered as detailed in your proposal and the project expenditure is within budget. How will these be monitored? (maximum 100 words)\* |
|  |
| How do you plan to understand and measure the impact of the project? (maximum 250 words)\* |
|  |
| Please confirm if you will be separating your data by gender\* |
| Yes/No |
| If no, please explain why not and if you have plans to collect this data in the future |
|  |

**6. Project Finances**

|  |
| --- |
| 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. |
| 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)\* |
|  |
| Detail other sources of funding already secured against the project, funding applications in progress, contribution from the local community or the charity, support in kind all with figures (maximum 100 words) |
|  |
| 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) |
|  |
| Proposed grant start date\* |  |
| Grant duration (months)\* |  |

**7. Organisation Finances**

|  |
| --- |
| Details from your organisation’s last 2 completed Annual Financial Accounts and current year forecast. For previous years, please provide the values from the organisation’s Financial Statements either already submitted or prepared for submission to the relevant Charity Commission. |
|  | 2 years ago | Last year | Current year (forecast) |
| Financial year start date\* |  |  |  |
| Unrestricted income\* |  |  |  |
| Restricted income\* |  |  |  |
| Total Income\* |  |  |  |
| Value of any “donations in kind” included in the above income figures. Enter 0 if none received\* |  |  |  |
| Total Expenditure\* |  |  |  |
| Unrestricted Reserves\* |  |  |  |
| Restricted Reserves\* |  |  |  |
| Total Reserves\* |  |  |  |
| Balance sheet fund totals (This is the total funds your organisation has at the year end, which will be carried over to the next year and can be found at the bottom of the Balance Sheet.)\* |  |  |  |
| Comment on any unusual aspects of your Annual Financial Accounts or “Donations in kind” (maximum 100 words) |
|  |
| Explain your reserves policy and the value of reserves you are currently holding (maximum 100 words)\* |
|  |
| Three largest funders/funding sources in your last financial year and current financial year\* |
| Income Source  | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
| On the last page of the application you will be required to upload your most recent Annual Financial Accounts or Financial Statements |

**8. Additional Organisation Details**

|  |  |
| --- | --- |
| Does your organisation’s work involve contact with Children?\* | Yes/No |
| If yes, on the last page of the application you will be required to upload your organisation’s child safeguarding policy. |
| If your organisation works overseas, please confirm that you have and comply with an Anti-Bribery and Corruption policy |
| Yes/No  |

**9. Construction Projects**

|  |
| --- |
| Is your project a construction project?\* |
| Yes/No (If no, skip to section 10.) |
| List all other contributors to the building including the local community stating the form of the contribution and its value (maximum 250 words)\* |
|  |
| Will there be an independent check on the quality and safety of construction?\* |
| Yes/No |
| If yes, who will carry out this check? (maximum 30 words) |
|  |
| Will the building be open to the local community? And what use will be made of the building out of school hours? (maximum 250 words)\* |
|  |
| On the last page of the application you will be required to upload -* Schedule for the construction
* Design plans/drawings
* Detailed costings
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**10. Terms and Conditions**

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| Any organisation or institution receiving grant from the BFSS will be expected to accept all risks and liabilities associated with the activity being supported. This will be a condition of grant. Please indicate whether you will be ready to accept this condition\* |
| Yes/No |
| The BFSS reserves the right to terminate grant where the requirement for regular reporting is not met and/or there is evidence that grant is not being used for the purposes for which it was given or is not being used effectively. Please indicate whether you will be ready to accept this condition\* |
| Yes/No |

**11. 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 |