Core Grant Application Form Guidance

Online Core Grant Application Form

Please complete the Eligibility Checklist before filling out the online Core Grant Application Form and check that you are eligible to apply for this grant stream. You can find the links to the Eligibility Checklist, the Online Application Form and see Frequently Asked Questions at www.rplc.org.uk/grant-making. If you are not sure which grant stream to apply for please contact grants@rplc.org.uk.

Please note to view remaining word count when you are competing the online Application Form close the guidance pop-up box for each question.

Question		Guidance
Your activity		
1	**Title** *Max 8 words*	
2	**Summary** *Max 50 words*	Please provide a clear summary of what you're proposing to do. E.g. We will do X to support Y in order to have Z impact. We suggest you write this after you've worked through the rest of your application. This is useful for the application reviewer and Trustees to have a brief overview of your proposal. If your application is successful we may share this on www.rplc.org.uk, on our social media and with 360 Giving www.threesixtygiving.org
3	**What Richmond Parish Lands Charity (RPLC) grant priority does your proposal link to?** Please select one priority that your proposal best fits under. **Accessing support and advice**: with guidance from trained support workers to access benefits, grants and other support services for issues such as debt, homelessness, bereavement, food security, and special educational needs. **Reducing inequalities in education**: for better outcomes for disadvantaged children and young people. **Improving health outcomes:** to reduce inequalities and encourage good mental and physical health for everyone. **Enhancing community cohesion:** to reduce	We want to make sure that your application addresses our grant priorities and to understand how your application fits-in with our wider grant portfolio. We understand that many proposals address more than one priority. Please select the one that best fits your proposal here. You can explain in more detail how it fits this one, and any other of the grant priorities in question 4. Our fifth grant priority to strengthen the local VCS sits across our work.

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	isolation and loneliness by providing inclusive community spaces and activities.	
4	**Why is this work needed?** *Max 350 words*	Please include your target group/s and why you have chosen to work with them, and how your proposal aligns with RPLC's priorities. Include evidence of the need and demand for the work that you will be doing. It is useful to include information from reports and research, and also evidence from consultations you have done with your target group/s and local partners. Show how your activity adds value to existing services and activities in your area.
5	**What work do you plan to do to tackle this need?** *Max 500 words*	Consider how you meet the needs of the people you will support and how you will reach them. This is where you explain to RPLC the activity that your organisation does.
6	**How does this build on your existing work?** *Max 350 words*	Tell us what you are already doing, the outcomes of your past work, what you have learned about what works, and how you will build on that during the lifetime of this grant. We want you to tell us about your track record and how you understand what is going well and what needs to be developed further. You must have evidence of successfully delivering RPLC grants for two years or more and be applying to deliver similar activities to those previously funded.
7	**Start Date**	When you want the grant period to start. We know that this may change depending on the date of the grant award.
8	**End date**	When you want the grant period to end.
9	**How many people will you directly support?**	Please state the number of people that you forecast your organisation will directly support.

For question 9, the following table is shown:

	A: RPLC benefit area	B: LB Richmond	C: TOTAL
Year 1			
Year 2			
Year 3			

- Box A: who are living in the RPLC's benefit area of the following postcodes: TW9, TW10, SW13, SW14.
- Box B: who live in LB Richmond, including those in TW9, TW10, SW13, SW14.
- Box C: who live in LB Richmond or outside of the borough.

Do not include people you indirectly support or volunteers in this amount. By 'directly support' we mean someone who is directly involved with your activity and benefits from it. Depending on your activity

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	this could be people who participated in your training (e.g. parent and child) or someone that you provided with advice etc. Since they are so closely intertwined with the activity, people you directly support should be easy to count and describe. You must be located in the borough and have strong community links. As core funding supports strategic development across your organisation we want to know the total number of people that you will support. When reviewing your application we will look at the proportion of people that you are supporting in the RPLC benefit area and in Richmond compared to the percentage of your income that the RPLC grant will equate to.
10	**Tell us about who you indirectly support?** This is an optional question. *Max 50 words*	This question is not mandatory. Only complete this question if you already track people indirectly supported by your activity and would like to share that with us. People you indirectly support are people who are not directly involved with your activity but will still benefit from it. This could be family members of the participants or other members of the community. Do not include volunteers in the people you indirectly support. If you make an assumption about the number of people you directly support let us know what this is, e.g. 2 people indirectly supported for each person directly supported.
11	**Where will you deliver? Why have you decided on this area and what is your experience of working there?** *Max 250 words*	All proposals must include support for people living in the RPLC benefit area of TW9, TW10, SW13 and SW14 postcodes. It is useful for us to understand the venues you'll use, if activity is online, and how you plan to reach out to people living in the RPLC area if your main location is elsewhere.
12	**Tell us about three organisational goals that you plan to achieve over the next three years. These should be in line with your current strategic/business plan.** Goal 1: Max 30 words Goal 2: Max 30 words Goal 3: Max 30 words	Core funding supports your strategic development. When completing this question think about the objectives you have in your strategic or organisational plan. If your application is successful, we will ask you each year to report on progress towards these organisational goals.
13	**How will you monitor and review progress towards these goals?** *Max 250 words*	Remember to consider impact and evaluation costs in the amount you are applying for.

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14	**What difference do you expect your work will make?** *Max 250 words*	This is asking about the long-term aim of your work. Here are some useful resources around measuring your impact. You can tell us here about the impact you hope to achieve. These links can help you think about how to describe your impact. Nesta's Theory of Change toolkit https://www.nesta.org.uk/toolkit/theory-change/ NPC's guide to creating a theory of change https://www.thinknpc.org/resource-hub/ten-steps/ What Works Centre e.g.: What Works for Wellbeing https://whatworkswellbeing.org/ Centre for Youth Impact https://www.youthimpact.uk/centre-for-youth-impact
15	**How much are you applying for from RPLC?** <table><tr><td>**Year 1**</td><td></td></tr><tr><td>**Year 2**</td><td></td></tr><tr><td>**Year 3**</td><td></td></tr></table>	Core grants range from £30k to £180k over three years. You do not need to apply for the same amount each year. We can fund full cost recovery so please include direct and indirect costs where appropriate. For more information and practical tips on how to work out full costs have a look at this guide published by Culture Hive www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf
16	**What is your rationale for the amount of funding you have requested from RPLC?** *Max 100 words*	Let us know how you arrived at the grant value requested.
17	**Tell us about your other funders. It is useful to know the value and duration of other funding and whether you have any pending or planned applications.** *Max 250 words*	Don't worry about listing all funding that you receive but it is helpful for us to understand who your main funders are.
18	**Who will deliver and manage the work and what skills, experience and/or qualifications do they have?** *Max 250 words*	Please refer to the roles in your organisation (e.g. organisational structure) and the relevant skills, experience and/or qualifications of your employees, volunteers, and trustees (if appropriate).
19	**Who do you work with? Tell us about your main partners in the local community who you already have/or aim to build delivery or learning partnerships with and how you'll work with them.** *Max 250 words*	We want to hear how core grant applicants are collaborating and sharing their experiences to maximise impact.
20	**Please give an example of your organisation's expertise that you could**	We want core grant holders to actively collaborate and share your experience with RPLC and local partners. We'll use this information to inform things like Share

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	share with RPLC and local partners to maximise impact? *Max 100 words*	and Learns, Partner Events and Peer Support. For example: strong volunteering CPD; strong outreach; expert in accessibility etc.
21	**What non-financial support might you need to make your proposal happen?** *Max 100 words*	We're asking this so that we can signpost grantees to useful sources of information and support and it will help us plan RPLC's programme of support for the local VCS.
Your organisation		
22	**Legal name of organisation**	
23	**What type of organisation are you?** • Registered, exempted or excepted charity • Community Interest Company • Charitable Incorporated Organisation • Constituted Community Organisation • School • Other properly constituted not-for-profit organisation	RPLC can only support registered charities, Community Interest Companies, Charitable Incorporated Organisations, Schools, and other properly constituted not-for-profit organisations.
24	**Charity or Company number**	
25	**How many people in total did your whole organisation directly support in the last 12 months?**	We want to get an idea of the scale of your overall organisation and to understand whether you are forecasting a growth in numbers in the future. Do not include volunteers or indirect beneficiaries in this amount.
26	**How many volunteers does your organisation have?**	We want to understand about your capacity to deliver your proposal.
27	**How many Full Time Equivalent (FTE) staff does your organisation have?**	We want to understand about your capacity to deliver your proposal.
28	**How do you plan to support the staff and/or volunteers delivering this work?** *Max 250 words*	This could focus on training, CPD and/or wellbeing for staff and volunteers. Remember to include relevant costs in the amount you are applying for.
29	**Are all staff paid the London Living Wage (LLW)?** • Yes I confirm all paid the LLW • No, we are committed to working toward paying the LLW	Here we capture information about the LLW, as we are a Living Wage Funder. This scheme, run by the Living Wage Foundation means that RPLC will actively encourage and support organisations to pay staff the LLW which at the time of writing is £13.15 per hour. We are asking that you make your applications for any staff costs at the LLW rates. We understand that, for some organisations, paying a LLW can be difficult for a number of reasons, we would like to work with you to

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	see how we can support you to enable you to pay a London Living Wage.

30	**First name**	
31	**Last name**	
32	**Email**	
33	**Phone number**	
34	**Website**	

Equity, Diversity and Inclusion (EDI) Monitoring Information

We will use this information to better understand the organisations applying for our support and who it's reaching. This will inform our grant strategy and how we can improve our funding practice. We will also use it to share information about the impact of our funding. When publishing information about grants we have awarded on websites like 360Giving we will share data about who the project is supporting and the organisation's leadership.

35	**If 75% or more of the people supported or benefiting from your work come from one specific group, tell us who they are.** • Communities experiencing racial inequity • Disabled people • Faith communities • LGBT+ people • Migrants • Older people (aged 65 and over) • People who are educationally or economically disadvantaged • Women and girls • Younger people (aged 25 and under) • Other specific groups that are not included already (examples include: care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English, people who have problems reading, men and boys)	Your specific group may share one or more characteristics. For example, if 80% of the people you work with are female refugees, this means you support a specific group of people. In this example, they share two characteristics — women and refugees, so you can tick two boxes in the list. We know this can only be an estimate. It'd be too difficult to work out exactly, especially if this is a new project.
36	**Would you describe your organisation as being led by people from a specific or protected characteristic group?** • Communities experiencing racial inequity • Disabled people	We define 'led by' as when more than 75% of an organisation's Trustees and more than 50% of staff members are from that group.

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• Faith communities • LGBT+ people • Migrants • Older people (aged 65 and over) • People who are educationally or economically disadvantaged • Women and girls • Younger people (aged 25 and under) • Other specific groups that are not included already (examples include: care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English, people who have problems reading, men and boys)	

Due diligence Please note: RPLC will review your published accounts. RPLC will also review the Monitoring and Evaluation Forms you have submitted and other relevant information regarding your previous delivery of RPLC funded activity.

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37	**How often do you review your risks?** *Max 50 words*	RPLC wants to know that you are actively managing your risks, your risk register is up to date, and your senior managers or trustees are aware of these.
38	**If your last year of published accounts had exceptional spend or income please explain.** *Max 50 words*	Only complete this question if you had exceptional spend or income in your last filed/audited accounts. As part of our due diligence, we consider what percentage of your income the RPLC grant will equate to. We want organisations to have a diverse funding base and not be overly reliant on RPLC funding.
39	**Safeguarding Policy** *Please upload*	Applicant's safeguarding policy should include the relevant safeguarding, data protection measures and clearance checks needed for their proposed activities. All applicants must have a safeguarding policy that is dated and has been reviewed within the last 2-years. The safeguarding policy must include: - a recruitment procedure - reference to when a DBS search disclosure/check is required for representatives of the organisation - a named designated safeguarding officer for the organisation (with their contact details) - an outline of reporting/disclosure policies and escalation (including managing allegations against staff and volunteers).

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		If any of these minimum requirements are not in place, a condition will be added to any grant awarded by RPLC and no funding can be paid by RPLC until this condition has been met. Please review our Safeguarding Policy Checklist at www.rplc.org.uk/grant-making
40	**Employer Liability Insurance** *Please upload*	Applicants are required to have Employer Liability Insurance for the statutory minimum amount of cover. The insurance must be maintained during the period of the grant.
41	**Public Liability Insurance** *Please upload*	Where relevant, you must have Public Liability Insurance. The minimum amount of cover required is £1 million, unless agreed otherwise. The insurance must be maintained during the period of the grant.
42	**Latest Business or Strategic Plan** *Please upload*	Our core grants support your strategic development, so it is useful for RPLC to see your latest plan.

Data Protection

RPLC is subject to the UK General Data Protection Regulation (GDPR), and Data Protection Act 2018 regarding the handling and processing of personal data. This explains how we will handle any information you share with RPLC as part of your application, and how we will process your personal data.

How your application and personal data will be handled: under data protection legislation, RPLC is only allowed to use personal information if we have a proper reason to do so. RPLC will process your application and personal data in the following ways for the purposes of the delivery of this grant:

1. During assessment of your application

- Your contact information will be processed for the purpose of assessing your application and notifying you whether or not it was successful.
- Your application and contact information may be shared with other funders who may be helping us to assess applications.

2. If your application is successful

- Information from your application will be used to publicise the grant awarded. Information about your organisation will be published relating to the application including the amount of the grant, the activity it was for and who will be supported. This information may appear in RPLC press releases, in its print and online publications and in the publications or websites of any partner organisations who have match funded the activity.
- Information about the grant award will be published on 360 Giving www.threesixtygiving.org.
- Information from your application and your contact details may be shared with organisations who are providing support as part of the RPLC's objective to strengthen the local voluntary and community sector, other Funders who may be able to provide match funding, and organisations who are evaluating the impact of RPLC funding. This is so that they can contact you about the RPLC grant, RPLC developments and associated opportunities.

Data Protection

3. If your application is unsuccessful

If your application is unsuccessful, RPLC will not process your personal data or application form for any other purpose unless you provide your consent for us to do so by ticking the box below.

- RPLC might be aware of other funders who could be interested in funding your project. Please tick this box if you would like us to share your application, the outcome of your application, and your contact details with other potential funders, including local authorities.

4. Richmond Parish Lands Charity newsletter and other opportunities

- Please tick this box if you would like to subscribe to the RPLC newsletter and for us to contact you about other relevant funding and organisational development opportunities that RPLC can offer.

Applicant declaration

- I confirm that I give my explicit consent for the Richmond Parish Lands Charity to use the information and personal data as set out above.
- I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I have been authorised by the governing body of my organisation (the board or committee that runs my organisation) to submit this application and accept the declaration on their behalf.

Full name of person completing this form	
Position in organisation	
Date	