**Near Neighbours Small Grants Application**

**We only accept online applications and your local Near Neighbours Coordinator will be able to provide you with the link to apply online**. [You can find their contact details here](https://www.near-neighbours.org.uk/local-hubs).

This document is designed to help you plan your application and share it with your Near Neighbours Coordinator before you apply online. You will be able to copy and paste your responses into the online form. We suggest you read the project criteria and application guidance information before drafting your answers.

On the final page is a checklist to help you through the steps in applying for funding. There are also several resources and toolkits available on our website to help you with planning your project, [which you can see here.](https://www.near-neighbours.org.uk/resources)

# Access Requirements

If you require the application form in an alternative format (e.g. large print, dyslexia-font, etc.), please contact the Near Neighbours Grants Team and we will be happy to assist you.

**About Your Group/Organisation**

**(if awarded a grant, the organisation named here will be responsible for running the funded project)**

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| Name of Applicant Group/Organisation |  |
| Group/Organisation Address (including town and post code) |  |
| Charity/Company Number (if applicable) |  | Group/Organisation Email Address |  |
| Group/Organisation Telephone Number |  | Group/Organisation Website |  |
| Staff and Volunteers | Number of Full-Time Staff |  |
| Number of Part-Time Staff |  |
| Number of Volunteers |  |
| Approximately how many volunteer hours do you envisage being given to the running of this project?This can be worked out as: [average number of volunteers per event] x [average length of each event] x [the number of events across your project] |  |
| **Tell us about your group/organisation:**What is the main purpose of your group/organisation and what activities do you currently run? (100 words) |  |
| Which Near Neighbours hub are you applying from? |  |
|  |  |
| Is this the first time ever that your group/ organisation has applied for any funding from any source? Yes/No | Is this the first time that your group/organisation has applied for any funding from Near Neighbours? Yes/No |
| If you answered no, how did Near Neighbours funding allow your organisation to grow and develop? Feel free to include statistics or feedback received from that funding period, if available. |  |

**About You**

**(if awarded a grant, the person named here will be responsible for overseeing the funded project and ensuring the grant terms and conditions are met)**

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| --- | --- |
| Your Name (including title, e.g. Mr/Ms etc) |  |
| Your position in the above group/organisation |  |
| Your Phone Number |  | Your Email Address |  |

**About Your Project**

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| Please provide a short title for your project |  |

**CONTEXT**

This gives us background information on why your project will be of value in your community.

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| What is the **full post code** for where your project will take place? |  |
| What is the **local authority** where your project will take place? |  |
| What are the proposed start and end dates of your project? | Start Date: |  | End Date: |  |

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| 1. Tell us about the community you want to work with. Please mention any strengths they have and specific challenges they are experiencing. (No more than 250 words)
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| 1. Tell us why you and your organisation are the right people to do this work. (No more than 150 words)
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**AIMS**

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| 1. **What is your main aim?** This should be a high-level goal that you want to achieve with your project. For example: To improve the mental wellbeing of people in our community. Please bear in mind that your aim should fit with the Near Neighbours aim of bringing people together to build friendships and develop relationships of trust. (No more than 100 words)
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**Deliverables**

***What is New or Developed Work?*** *– We do not offer grants for continued/repeat activities. This means that if your usual activities include running a creche for single mothers (for example), we will not pay you to continue that work. You would have to explain why the project you want to run is ‘new’ or ‘developed’ work. This means you are offering a different activity - perhaps you want to bring those single mothers together and run a course in how to start a small business. This would be classed as new work. Perhaps you want to hold some events to celebrate the different faith holidays of the families you support to encourage cross-cultural understanding. This would also be new or developed work.*

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| 1. **Briefly, what are the main deliverables of your project?** D**eliverables** are actions/outputs – things you do during the project. For example: *We will recruit 30 adults from the community; We will give 4 therapy sessions; We will create a booklet of health and wellbeing tips as a group.* **Tell us how this work is new or developed work**. (No more than 250 words)
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| 1. **Now, in more detail, what will the main activities in your project be?** (How many sessions will you run? When and where will these sessions take place? What activities will people do?) (No more than 250 words) If you require more guidance on what information to include, see the Application Booklet tips.
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**Will you be doing any activities that might cause harm or injury? If so, you must upload your health and safety policy.**

**OUTCOMES**

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| 1. **What will be the main outcomes of your project?** These are the changes you will have caused due to the project. For example: *At least 50% of participants will have learned coping techniques for depressive thoughts; 100% of participants will be more confident in how to support others in the group.***Make sure these are**[**SMART targets**](https://static1.squarespace.com/static/5a68889a90bade540b4da177/t/62f10e70b403ca581b0ecf62/1659965040970/SMART%2BTarget%2BGuidance%2Bv2.pdf)**.** (No more than 100 words)
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| 1. **Impact:**What do you hope will be the long-term impact of the project on your local area and how could it continue and/or what will be the ongoing benefit after the funding has ended? (No more than 100 words)
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**PROJECT MANAGEMENT**

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| 1. **Marketing:** How will people hear about your project in order to benefit from it, and how will you reach out to people that would not normally take part in activities such as your project? (No more than 100 words)
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| 1. **Oversight:** What are the specific names of individuals, groups, and organisations involved in planning and running the project, and what are their roles in delivering the proposed work? (No more than 200 words)
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**FINANCE**

**You must upload your prepared budget. You can download the template** [**here**](https://nearneighbours.squarespace.com/s/NN10GrantsBudgetTemplate.xlsx)**.**

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| What is the overall cost of your project? | £ |
| Will you receive any kind of in-kind support (e.g. free venue use) or match funding for your project? If so, what is it and how much is it worth? |  |
| How much are you requesting from Near Neighbours?(please attach your budget at the end of the form) | £ |

**PROJECT PARTICIPANTS**

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| --- | --- | --- | --- |
| How many people do you estimate will benefit from your project? | Women? | Men? | Other genders? |
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| How old do you expect your beneficiaries to be? | Children (0 - 10)Youths (11 - 17)Young Adults (18 - 25) | [ ] [ ] [ ]  | Adults (18 – 65)Older Adults (66 - 100)General  | [ ] [ ] [ ]  |
| Will you be working with vulnerable adults? | Yes / No |
| Please specify which **faith** groups your beneficiaries will be from. (A range of options will be given in the online form.) |  |
| Please specify which **ethnic** groups your beneficiaries will be from. (A range of options will be given in the online form.) |  |

**If you are working with children or vulnerable adults, you must upload your safeguarding policy.**

What are the next steps?

# Payment of grant

[ ]  **Bank Account Details** - Near Neighbours makes payments directly to project bank accounts via Bankers Automated Clearing System (BACS). You will be asked to submit account details for the bank transfer. This account must be in the name of your organization. We CANNOT pay funds into the account of an individual.

[ ]  **Bank Statement** – You must upload a recent bank statement when you complete the payment information form. Our Finance Department uses this to confirm the account details only. It must clearly show – the Account Name, Account Number, and Sort Code. If you do not have a bank statement, another official document from the bank which displays these details would be acceptable e.g. a voided cheque or paying-in slip or a screen shot of online banking (this image may be cropped to cover sensitive information).

[ ]  **Holding Organisation** - If you do not have a bank account, you may elect another community organization to hold the funds on your behalf. They must complete an agreement form first. In this case, YOU will complete the declaration document agreeing to the Terms & Conditions of the grant, and we will require a bank statement from the holding organization.

# Publicity & Marketing

[ ]  **Publicity** – We will require that you acknowledge the contribution that Near Neighbours has made to your project on your website, social media platforms, and publicity material, including the use of our logo wherever possible. We encourage projects to use local media to promote their work and Near Neighbours would be happy to provide quotes for press releases. We may also get in touch with you if any national or local press contact us for stories.

[ ]  **Logos** – The Near Neighbours logo and resources for planning and running your project and available on our website: <https://www.near-neighbours.org.uk/resources>

[ ]  **Events** – We ask that you invite your local Near Neighbours Coordinator to any events you are holding. They strive to build ongoing relationships with grantees and can promote your event to their wider networks.

# REporting

[ ]  **Impact Report** – This report must be completed at the end of the project. It asks about the people who took part, whether your project has achieved its goals, and how you helped people. A sample report is sent out with approval letters, so you know what information to save throughout the project.

[ ]  **Case Study** **Report ‘Sharing Stories’** – This is optional and asks you to write about your successes and challenges and should be sent to your Near Neighbours Coordinator.

# Project finance records

[ ]  **Record of Expenditure** – You are required to keep a detailed record of costs allocated to the grant and send this to us on completion of the project. At the end of the project, you will be asked to submit this record, so keep a note of everything you spend throughout the project.

[ ]  **Receipts** – You must keep your receipts and invoices for at least three years after you receive your final payment so that they are available to our auditors on request. We will ask all first-time applicants plus a randomly selected sample of organisations to send us all of their receipts and invoices, along with their record of expenditure. This is for our auditing purposes.

# Project Equipment

[ ]  **Capital Purchases** – Where capital purchases (such as IT equipment) are made using NN funding, these items may not be sold or given away for three years from the date of your final payment without first obtaining the approval of NN. If you intend to lend this equipment out to people in your group, we expect that you will have a lending process in place to ensure accountability and equitable use of the equipment. If you require a lending policy template, please ask your Near Neighbours contact.

**Small Grants Application Checklist**

**Have you:**

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| Carefully read the Near Neighbours Small Grants Criteria and Guidance  |[ ]
| Checked if your project idea fits the criteria? |[ ]
| Checked to see if your local area is eligible on our website, [Local Hubs — Near Neighbours (near-neighbours.org.uk)](https://www.near-neighbours.org.uk/local-hubs)? |[ ]
| Explored and noted the local need of people who will benefit from a grant? |[ ]
| Discussed your plans for the project with local people of other faith or ethnic groupsthat will be involved? |[ ]
| Made contact or met with [your local Near Neighbours Coordinator](https://www.near-neighbours.org.uk/local-hubs) to discuss your idea? |[ ]
| Worked with local people to draw up a simple plan of action for the project? |[ ]
| Produced a budget? (Please use the template [here](https://nearneighbours.squarespace.com/s/NN10GrantsBudgetTemplate.xlsx)) |[ ]
| Used your local Near Neighbour Coordinator’s advice on drafting an application? |[ ]
| Discussed and reviewed a completed application form with your local Near Neighbours Coordinator? |[ ]
| Completed the online application form and uploaded the following documents (if applicable)? |  |
| * Project budget (Please use the template [here](https://nearneighbours.squarespace.com/s/NN10GrantsBudgetTemplate.xlsx))
 |[ ]
| * Relevant policies, such as safeguarding or health and safety
 |[ ]
| * Latest accounts
 |[ ]
| Kept a complete copy of the application form and attachments for your reference? |[ ]
| Completed the (optional) Equal Opportunities online survey? Available [here](https://www.smartsurvey.co.uk/s/726PWT/)(This helps Near Neighbours monitor how well we are meeting our Equal Opportunities policy and learn more about the types of people that are applying for Near Neighbours Small Grants) |[ ]