

Older People's Programme

This document has been provided as a guide to our online application form which can be accessed via our website from the opening date of 10/6/24: [Older People's Programme | Wiltshire Community Foundation \(wiltshirecf.org.uk\)](https://www.wiltshirecf.org.uk/older-people-programme)

It allows you to preview the questions and/or share them with colleagues if you will be working on the form together.

All the application form questions are in bold and marked with a ➤. Guidance notes appear as bullet points.

If you have any difficulties accessing the online form please get in touch.

For any questions, please contact the Grants Team: (01380) 738985 or applications@wiltshirecf.org.uk

Please note, we generally contact all applicants to discuss the request prior to the final decision date. This helps us to check our understanding and clarify or add any relevant details.

Eligibility

- The online form starts by taking you through the eligibility criteria. Please make sure you have read and understood the criteria: [Older People's Programme | Wiltshire Community Foundation \(wiltshirecf.org.uk\)](https://www.wiltshirecf.org.uk/older-people-programme). Please contact The Grants Team if you are unsure: (01380) 738985 or applications@wiltshirecf.org.uk

About your organisation

- This section starts by asking for contact details of the organisation and for the main contact person for this application, we have not included those questions here.
- **When was the organisation set up?**
- **What type of organisation are you?** (this is a tick box list)
 - If you are registered with the Charity Commission or other body such as Companies House, this should match the category listed on your record which we can view online.
 - In England and Wales, every charitable unincorporated association, charitable trust and charitable company with a gross annual income of £5,000 or more must register with the Charity Commission. All CIOs (Charitable Incorporated Organisation) should be registered regardless of their income level.
 - More guidance is available here: <https://www.gov.uk/guidance/how-to-register-your-charity-cc21b>
- **Registration number** (Charity Commission, Charities House etc) if applicable
- **In two or three sentences please summarise the overall aims and objectives of your organisation and the main activities or services provided.**

- We are just looking for a brief summary of what your organisation does rather than the detail of this application.
- **Tell us briefly about the management committee or trustees and any staff or volunteers (please include numbers of each).**
- We are seeking evidence of an active management committee with appropriate skills that are relative to the size and scope of the organisation.
 - It is helpful to summarise/list roles on the committee, relevant experience of committee members, frequency of meetings, how decisions are made, how finances are managed, staff/volunteer roles and supervision, how safety/safeguarding is monitored.
 - This section is read in conjunction with your governing document, accounts/financial records, safeguarding and equalities policies.

Bank details

- This is so we can check there is a bank account in the name of the organisation and two unrelated signatories.
 - We ask for a recent bank statement to support this and to ensure we have the correct details should the application be successful, and the grant awarded.
- **Bank Name**
- **Bank Account Name**
- **Bank Account Number**
- **Bank Sort Code**
- **Names of the people who are signatories. 2 people should be needed to authorise transactions of your bank account. The 2 signatories must be people who are not connected to each other, i.e. people who are not related to each other or living at the same address.**

Project Details

- **When will you start to spend this grant?**
- This needs to be after the award decision date which for this programme is generally early/mid-November.
 - The criteria state that if awarded a grant you should plan to start spending the funds within 6 months – we count this from the date you are notified of the award.
- **In which area (estate, town, village) do most of the people who will benefit live?**
- This is a free text box in which you can list more than one location if relevant.
 - Projects need to be located in Wiltshire and/or Swindon.
- **Please provide a postcode of the area where most of the people who will benefit live.**
- You will only be able to input one recognised UK postcode, if your project is over several locations pick one e.g. where the majority of work will take place or where the majority of volunteers or other beneficiaries will come from.
 - If this is not possible use the postcode of your organisation.
- **Tell us about the project or activity you want us to fund. If you want a contribution to general costs, tell us what your organisation provides. Please be brief and specific.**

- We would like to understand exactly what you intend to do so we can get a good overview of how the project will be delivered.
 - Try to cover key details such as what you will provide, where, when, how often, who will be involved etc.
- **How many people will directly benefit from this work?**
- This should be your identifiable beneficiaries e.g. group members, activity participants and any other immediate beneficiaries such as family members or carers. You can input a number up to 5000, if you think it will be higher, please include the figure in your response to the next question.
- **Tell us about the older people who will benefit from this grant. How have you calculated the number of people benefiting? What are their needs and how do you know? At least 90% of people benefitting must be aged over 65. We are particularly interested in supporting older people who are socially isolated, unable to access services or experiencing poor health, or on a low income.**
- We are particularly looking for evidence that shows how you have involved the local community in identifying the need, that there is wider support for the work and that what you plan to provide is necessary and appropriate.
 - Please also include a note on how you have calculated your total beneficiary numbers.
- **Tell us about any other services which address the need you have identified and how you know they are not sufficient for the people you expect to benefit from your project.**
- We want to see that you have researched the need and consulted with local people, especially those who will benefit from your project/activity/service to ensure that what you plan to provide is necessary and appropriate.
 - If you work with any other organisations to meet local needs, you could include more information here.
- **Tell us about the difference that your activity will make to the people aged 65+ you support.**
- We want to see the main things people will get from being involved in the project/activity/service that you provide e.g. reduced social isolation, improved physical or mental well-being, better informed about other services and support, increased volunteering opportunities etc.
 - Including direct quotes from people you have supported in the past can help to illustrate this.
- **How will you know you have been successful in making a difference e.g. recording observations, asking for feedback, using surveys or questionnaires etc?**
- What methods do you use to gauge whether you are meeting the needs you set out to address. This doesn't have to be anything complicated; we just want to know that you are checking your project/activity/service is effective and is providing what people want/need.
- **Please tell us what your organisation does to keep people safe while they are in contact with your activities. You should have safeguarding plans and processes to keep everyone safe.**
- You will be asked to attach a copy of your Safeguarding Policy at the end of this form. Use this answer to give us an overview of your approach to safety and safeguarding and how you put your policy into practice.

- **Tell us what your organisation does to make activities welcoming and inclusive to everyone.**
 - We are thinking in particular (but not exclusively) about the 'protected characteristics' outlined in the Equalities Act 2010: age, gender, race, religion or belief, disability, sex, gender reassignment, pregnancy & maternity, marriage or civil partnership.

- **Please provide a brief summary of your organisation's current financial situation e.g. your level of reserves, whether you made a surplus/deficit last year, what you expect to happen to your finances in the next 12 months.**
 - We use this to check the financial health of the organisation in relation to the size and scope of the services provided e.g. a very small organisation that is volunteer led is likely to have fewer overheads and require less reserves than a larger organisation which leases a building and/or employs several staff.
 - This information also helps to confirm whether the organisation needs the amount being applied for.

Project Costs

- In this section we need to clearly see how much the project is going to cost overall, how much you are applying to this fund for and, if this is less than the total cost, how you will cover the remaining amount.
- When providing a breakdown of the budget be as clear and detailed as possible e.g. for staffing include the number of hours and hourly rate; for project/activity or capital costs give an itemised list.
- *NB – PLEASE input numbers without £ or commas as the system will automatically format this.*

- **Please select the option that best represents the type of costs you are applying for** (this is a drop-down list choose either Activity or service costs or Core costs)
- **If you are applying for a specific project or activity, please tell us the full annual cost of this. If you are applying for a contribution to your general costs, please tell us your annual running cost?**
- **How much are you applying to us for? If you are applying for funding over two years, please use the combined total.**
- **If you are applying for a specific project and the amount you are requesting is less than the total cost, please tell us where the remaining funds will be coming from. If you are applying for a contribution to general running costs, please tell us about your expected income and expenditure for the year and how you plan to make up any shortfall.**
- **How many years do you want funding for?** (this is a drop-down list, choose 1 or 2 years)
 - If you are applying to this Fund for the total cost of your project the budget should show the breakdown of this amount with as much detail as possible.
 - If you are applying for a contribution to a larger amount, the budget should show the total costs of the project but make sure you have explained in the questions above how the rest of the funds will be secured.
 - If you already have funding secured/allocated to specific elements of the project, it is helpful to indicate this in the breakdown section so we can clearly see which elements the grant would then be used towards e.g. if you already have funding for staffing costs but still need to cover capital costs such as equipment for volunteers, you should include the staff costs in the budget but note in the breakdown this is already covered, then under capital costs note that this would be covered by the grant.

- VAT – please remember to include any VAT being charged but note if you are able to claim this back.
- Volunteer expenses – you can include an amount for reimbursing volunteer expenses, but these must be actual costs incurred such as travel and appropriate meals. We are not able to fund any flat rate payments to volunteers.

	Cost	Breakdown
➤ Staff costs		
➤ Volunteer costs		
➤ Project/activity costs		
➤ Overhead costs		
➤ Capital costs		
➤ Other costs		

The Difference you will make/ People who will benefit

- This section contains a series of questions with drop-down lists from which you can choose the most relevant items.
- This information is for our own monitoring and reporting purposes and gives us an overview of the type of people and needs our grants support. It is not used as part of our decision-making process for grant funding.
- The questions will cover the people you will reach with this project/service/activity (e.g. age, gender, ethnicity etc), the main needs you will be addressing and the outcomes you plan to achieve.

Supporting documents required

- These need to be uploaded with the online form or emailed to us separately – you will find guidance on this when completing the form.

Constitution or governing document (you do not need to include this if you are a registered charity or if we have this on file from a previous application unless it has been amended since then)

Safeguarding Policy (if we already have this on file, only provide if it has been updated)*

Equality Policy (if we already have this on file, only provide if it has been updated)*

Your organisation's most recent annual accounts (we need to see the total income, expenditure and unrestricted reserves)

Financial plan or budget for this year (this should show expected income and expenditure, it provides evidence of good financial management and helps us see why the grant is needed)

Recent bank statement (dated within the last 3 months)

*Further details on why we ask for these policies and what we expect to see is available here: [Safeguarding and Equalities guidance for applicants April 22.pdf \(wiltshirecf.org.uk\)](https://www.wiltshirecf.org.uk/Safeguarding%20and%20Equalities%20guidance%20for%20applicants%20April%2022.pdf)