

# Filling out the online application form

## Guidance notes for external organisations applying for funding for a partnership project



*NB. Please note that you cannot save your application and return to it a later date so we advise you to prepare it in Word and collect all of the financial details you will need as detailed below before you begin.*

Please send any queries to [grantsexternal@nadfasc.org.uk](mailto:grantsexternal@nadfasc.org.uk) or contact the Grants and Volunteering Executive at NADFAS House.

### 1. About You

This first section is for details about your organisation:-

- Contact details
- Legal status
- Registered charity number if applicable
- Type of organisation
- Number of employees
- Years in existence

Your details – this section is for the contact details of the person filling out the application.

### 2. Your Project

To help you fill out these sections here is a worked example of a project that you can follow when making your application

#### **Title of Project**

*A short title unique to your project that could be used to publicise it*  
e.g. A Country Garden's Heritage Explored

#### **Project Type**

*Choose from the drop-down box which type best fits your project. If none are a good fit then choose Other*

#### **Other**

*Provide a short description of your project type if it does not fit any of the choices in the drop-down box*  
e.g Podcast

#### **Project Description**

*Briefly describe the events or activities you want to carry out*  
e.g. To train young people in oral history research techniques so they can interview older people and create a podcast

#### **Project Summary**

*Be specific about what you will do and how you will do it*  
e.g. To purchase sound recording equipment and engage an oral historian to teach 15 young people aged 13-18 techniques for interviewing older people about the country garden.

The young people will work with a digital specialist to create a podcast about the history of the garden and stories associated with it.

### **Project Benefits**

*Please tick all that apply to your project and refer to the information sheet on what is required for your application to be successful*

These benefits reflect the mission and strategic aims of NADFAS and all of our grant giving activities should help deliver them both in the short and longer term.

**How will your project deliver the benefits indicated?** *Using each benefit ticked in the previous question as a header please briefly outline how your project will deliver the benefit and make a difference to the participant(s) or organisation applying*

e.g. Increases access to the arts for young people – there is currently little or no provision for arts and heritage access. For example we have checked with teachers and there are very few visits to local heritage sites that support learning about our cultural heritage taking place at present. Also the new curriculum does not include arts and culture as a core subject so there is a need to supply opportunities for young people to access arts and culture outside of their schools.

### **Project Start Date**

*Click on the drop-down boxes and choose the correct dates*

### **Project End Date**

*Click on the drop-down boxes and choose the correct dates*

## **3. Funding Requested**

### **Breakdown of Costs**

*Please enter the total cost under each budget heading and if your costs do not fit the header then please enter details under Other*

e.g. Professional Fees £

### **Description of Costs**

*Please provide a breakdown of each budget cost illustrating the number of sessions, fee structure etc under each*

e.g. Professional fees – four 3 hour workshops with the oral historian @ £295 each

### **Sources of Income**

*Please enter the total income under each budget heading and if your income does not fit the header then please enter details under Other*

e.g. Estimated earned income £

Estimated earned Income – income from ticket sales, programme sales or any other commercial income

Local authority income – grant income from your local authority

Sponsorship – income from sponsorship of your activities by businesses or individuals

Fundraising events – income from any events run in support of the project

Society surplus – income put into the project from society surpluses

Other sources of grant funding – income from any other grants you have received

Other income – any income that does not match the categories above

### **Description of Income**

*Please provide a breakdown of where the income will come from  
e.g. Earned income – sale of 50 tickets at £10 per ticket = £500*

Once all of the fields are filled in under costs and income, the **Total Grant Requested from NADFAS** field will be automatically calculated for you.

## **4. Finance**

Your last set of annual accounts should be no more than 12 months old. Please ask your treasurer for your annual income, expenditure and reserves if you are not in that role.

### **Income**

*Total incoming resources as shown on the Profit and Loss section of your last set of annual accounts*

### **Expenditure**

*Total incoming resources as shown on the Profit and Loss section of your last set of annual accounts*

### **Reserves**

The Charity Commission defines reserves as “that part of a charity’s income funds that is freely available”.

### **Bank details**

You will need to ask your accounts department for your bank account details to complete this part of the application.

### **Reference number**

*Please use an identifying reference number for your own internal use*

### **Have you received any NADFAS Grants in the past 3 years?**

*Please detail the year, grant received and amount*

## **5. Declaration**

You must read these carefully and ensure that your statement is true and correct before ticking the box *I agree*.