London Borough of Tower Hamlets
Health, Adults and Community Services Directorate
Ageing Well Small Grants (2018/19) Application Guidance

Introduction

The aim of this guidance is to help applicants complete the application form for the Ageing Well Small Grants fund 2018/19. The document is divided into two parts:

Part one looks at the questions asked in the application form and provides pointers on how to answer them, including what information we are looking for. If you are completing a hard copy application form you will only need to use this section. As the questions on the hard copy and online application forms are largely the same, this section is relevant regardless of how you choose to apply.

Part two provides more technical guidance on how to use and complete the online application form and should be read in conjunction with part one of this guidance.

Applications must be submitted by **Wednesday 23rd May 2018.** Late applications will not be accepted.

You are strongly advised to thoroughly read this application guidance document completely, and the eligibility criteria, before starting the application form.

If you have any questions about the application process please contact:

Jamie Bird
Tel: 0207 364 2304
Email: jamie.bird@towerhamlets.gov.uk

Part One – Guide to answering the questions

Section 1 – Organisation details:

a) **Organisation Name**: Please provide the name of the organisation or group on whose behalf you are applying for funding (e.g. Bow Bingo Club). From this point forward, when this guidance refers to 'your organisation' it is referring to the organisation or groups specified in answer to this question.

b) **Address** and c) **Postcode:** This is the address at which your organisation meets or delivers services from. There will be an opportunity to provide a correspondence address later in the form.

d) **Legal Status:** Please indicate if your organisation is a *registered charity or a registered company limited by Guarantee.* If it is neither, it is likely to be an *unregistered organisation.*

e) **Charity/Company number:** This only needs to be completed if your organisation is registered as a charity or a company in which case provide the relevant charity or limited company number. If your organisation is an *unregistered organisation* please write N/A or leave blank.

f) **When was your organisation/project formed or constituted:** Please provide the date that your organisation was formed. You may enter a specific date, if known, or just the year. If your organisation is constituted, the constitution document may include the date.

g) **Does your organisation have a constitution or governing document?**: Please tick the box that applies.

   - If you tick 'yes' please provide a copy of the document.
   - If you tick 'no' please use the space to provide a very brief description of your organisation's aims (e.g. to deliver social activities for the benefit of older people who live on the Teviot Estate)

h) **How many registered members does your group have?:** If your group has a formal register, please provide details of how many members (aged 55 and over) it includes. If there is no formal register, please indicate how many people regularly attend sessions.

i) **Is your organisation in receipt of LBTH financial support?** If your organisation is currently in receipt of any funds from the council, please provide details of the fund and value here so we can evaluate whether you meet the eligibility criterion: Grants will not be given to organisations / projects already in receipt of funding from the council for the purposes <u>for which financial assistance is sought</u>. **You do not need to provide details of any previous Ageing Well Small Grant your organisation may have received.**

Section 2 – Contact Details

Please complete questions 'a' to 'g' in this section with the details of the individual who we may contact in relation to the grant application. These contact details will be used for all correspondence, including notification letters and grant offer letters.

The postal address and postcode you provide in this section may be different from the delivery address provided in section one if that address is unsuitable for correspondence. If you do not have an email address you may leave question 'e' blank.

Section 3 – Project Proposal

a) **Please provide brief details (no more than 100 words) of how you plan to spend the grant. Please include how many older Tower Hamlets residents (aged 55+) you anticipate will benefit from your proposal and, if known, any relevant locations and dates.**

<u>This is the key section to help us understand why you are applying for a grant</u>. Keep it brief, but it must include:

- What you plan to use the grant for (i.e. what you plan to purchase with the money)
- How many older Tower Hamlets residents (aged 55+) you expect will benefit
- If it is for a social event, such as a party or a day trip, where and when you are planning for this to happen.

For example, answers could be:

"For room hire at Aberfeldy Community Centre for a twelve month period. We meet every Tuesday from 1300 – 1600. 20 people regularly attend."

"For a day trip to a nursery in Kent in September 2018. We expect around 40 people to attend."

"To buy a new sewing machine for the craft club. 12 people attend every Wednesday"

"For an Eid party at Poplar Community Centre in June 2018, for 50 people."

"To fund an instructor to deliver tai chi sessions to 15 people for a five week period"

b) **Grant value: How much are you requesting? Please note that the maximum grant available is £600:** Please include the <u>total value</u> of the grant you are requesting here. You may provide a breakdown (e.g. £200 on garden equipment, £300 for a party) if you wish.

Section 4 – Declaration

This section should be completed by someone authorised to do so - preferably the person identified in section two – who should sign, provide their name in block capitals and date where indicated.

Part Two: How to register and complete the online application

Accessing the online application form

Click on the following link:

https://www.GrantRequest.com/SID_552?SA=SNA&FID=35040

Alternatively click the apply online link in the Ageing Well Small Grants 2018/19 section of the Community Grants page on the council's website:

www.towerhamlets.gov.uk/lgnl/community_and_living/community_grants/community_grants.aspx
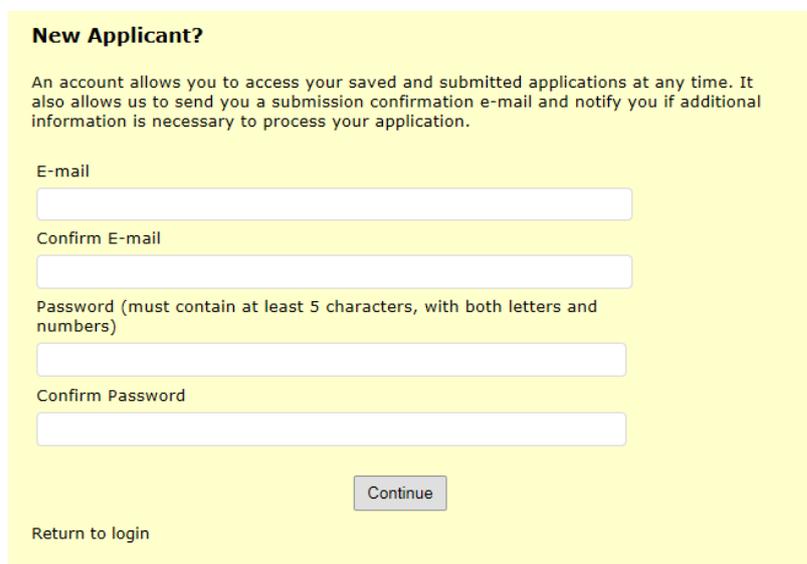
You will see this screen:
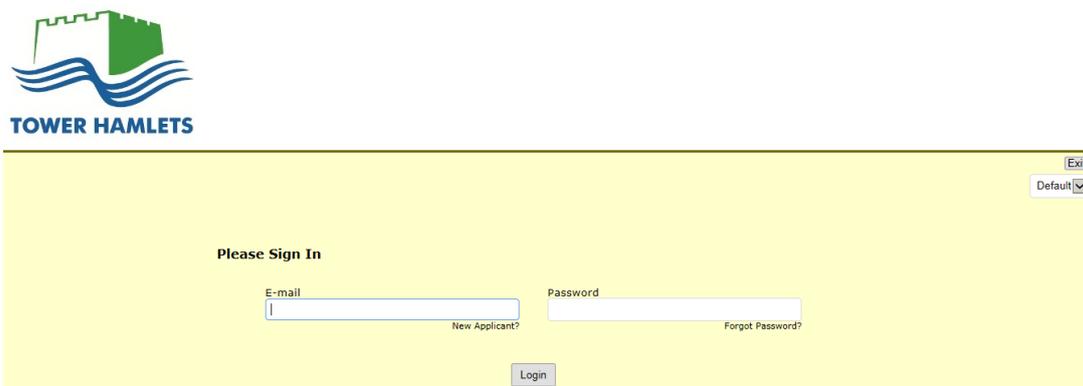
If you applied online for an Ageing Well Small Grant last year, or have previously applied for any funding through an online application, such as the Mainstream Grants programme, you would have already created an account. If so, your login details should be the same as when you initially registered, so enter your email address and password in the spaces provided. Should you require it, there is a password reminder facility.

Creating an account

If you have not previously created an account, click on the words 'new applicant' underneath the e-mail box. You will see this screen:

E-mail: Enter your email address here. This must be valid as we will be using this to contact you about your application, and you need it to return to your application each time you save it. Enter the same email in the **Confirm E-mail** field.

Password: Enter a memorable word in this field for your password. It must be at least five characters long and contain at least one letter and one number. It must not contain spaces. Repeat the same password in the **Confirm Password** field.

You must remember your email address and password as you will need it every time you log into your account.

Click on **Continue**. If the passwords do not match you will receive an error message indicating this.

If you are using an email address that is already associated with a registered account you will receive a message stating that the email address is invalid, in which case use the password reminder facility on the login screen.

You should receive an email from thirdsector@towerhamlets.gov.uk entitled 'Welcome!'

Eligibility Quiz

You will need to complete our simple eligibility quiz to make sure this fund is right for you. There are **four** questions in the quiz. Underneath each is a drop-down box inviting you to '**Select One**'. Click on the arrow to the right of each box and select either 'yes' or 'no'. When you have responded to all four questions click **submit**.

Are you eligible?

If you have answered 'no' to any of the questions you DO NOT meet our requirements and you will not be able to proceed with the rest of the application. If your answers DO meet our requirements, you will be taken to the first tab of the application form itself.

General technical help in using the online form

For most of the form you are asked to simply type your answers into a box against each question. Click in the box you wish to complete. You can use the tab key to move between boxes.

Sometimes you will be required to enter a date or select from options and it will be explained later in this guidance exactly what you need to do.

You **must** answer all questions marked with a red asterisk *. These are '**mandatory**' and if you do not answer these questions you will not be able to submit your application. You will be given a warning before submitting the final form if you have failed to complete one of these questions.

Help Icon. Throughout the form you will notice the following icon. If you click on this icon it will display some information to help you answer the question.

Avoid using your browser's back and forward buttons, or your answers may be lost.

Tab Headings:

The following headings appear at the top of your screen:

As you work through the form, each time you click **next** on a tab, the page you have just completed will be automatically saved.

You do not have to complete the tab/application in one go and can return to it as many times as you like before submitting it (observing the application deadline) by clicking on the **Save & Return Later** button at the bottom of each page. This will take you to a screen displaying a summary of your account and the applications against it. Simply click on the relevant title under 'Application Name' to carry on working.

It is recommended that you save your application regularly. If your computer crashes any unsaved data will be lost.

Working through the tabs on the Ageing Well Small Grants 2018/19 online Application form

Tab 1 - Eligibility Criteria

Please read this page carefully. If you are satisfied that your organisation meets the indicated criteria, click on **Next** at the bottom of the page, which will take you to tab 2.

Please refer to Part One of this guidance for help in answering the questions included in the following tabs.

Tab 2 - Organisation Details

For the question on **Legal Status** please select the correct option from the drop down list.

Note the [i] icon against several of the questions. You may need to type '**N/A**' in the mandatory field entitled **Other**.

For the question: **When was your organisation / project formed or constituted** you will need to provide a date. It is recommended to manually enter this in the box rather than use the 'select a date' icon . If you know the exact date enter this

in the format DD/MM/YYYY. You can also enter just MM/YYYY or YYYY if your are not sure of the specific date.

For the question **Please attach a copy of your constitution, terms of reference or articles of association below:** If you have an electronic version of the document saved on your computer, you can upload this to the form. To do so click on **Browse** and then navigate to the file on your computer where the document is saved. Once you have selected the correct document click on **Upload**. After a few seconds you will notice a hyperlink containing the name of the document appear on the screen.

This is not a mandatory question but if your organisation does have a constitution or governing document you will be expected to provide it. It can also be emailed or sent by hard copy.

The maximum size for all attachments combined is 25 MB. You will not be able to upload files ending in: .exe, .com, .vbs or .bat.

When you have completed all questions, click on **Next** at the bottom of the page.

Tab 3 – Contact Details

Note that the majority of questions here are mandatory.

For **Prefix** select the correct option from the dropdown list.

Once you have completed all questions, click on **Next** at the bottom of the page.

Tab 4 – Project Proposal

Project Title – This is a mandatory field. Unless you have a specific title for the name of the project that you are looking to fund, you can just re-enter the name of your organisation.

Start Date of Activity and **End Date of Activity** – if you have an idea when your event / project takes places you can enter a date in either or both of these boxes by using the same method as used for the question on when your organisation was formed. This is just to give us an indication of when your event may be held. Please note that this is **not** a mandatory question.

Project Short Description – This is the key section to help us understand why you are applying for a grant. There is a 100 word limit to this answer. You will not be able to type in excess of 100 words. The word count under the box will help you keep track of how many words you are typing.

Once you have completed all questions, click on **Next** at the bottom of the page.

Grant Value – Please enter the total value you are requesting in this space. If you wish to provide a breakdown, please include this in the **Project Short Description** field.

Tab 5 – Declaration

There are no questions on this page but it does contain some key information about the Data Protection Act and the Freedom of Information Act which you are encouraged to read.

Once you have done so, click on **Review & Submit** at the bottom of the page.

This will display your entire application form and provides an opportunity to review the answers you have entered against each of the questions.

If any mandatory fields have not been filled in or have been filled in incorrectly, you will see the following message:

⚠ **Please correct the problems indicated below.**

Each incomplete answer will be annotated **this is a required field.** You will not be able to submit your application until these are corrected.

Printing your application
You may wish to print a hard copy of your application at this stage to help you review it. Simply click on **Printer Friendly Version** which will open the application form in a new window. Then select **File** then **Print** from your browser's menu to send the document to your chosen printer.

Once you are happy with your application, go to the bottom of the page and click **submit**.

You should automatically be sent a confirmation email. If you do not receive this, this means that the application has not submitted correctly; in which case, please check and submit again

If you have submitted your application you can still view it against your account but you will not be able to access the form to make changes, **so be sure that you are happy with your application BEFORE you submit it**.