A Step by Step Guide to Completing Your Large Grants Application (over £3000)

Please use this guide together with the Community Fund Guidance Notes.

Section 1	Organisation Details	**Key Project Details –** Please complete all sections. Please note that the name of the project refers to the provision/activity you're applying to fund – not the organisation name. Riverside Key Contact is the name of the Riverside member of staff that you have linked in with to develop your project. Please indicate which area your project will take place. There is a section later in the application which you can provide further details. Include the date of your event, or project start date – please refer to the Community Fund guidance to ensure you have given sufficient time to receive a decision from us. **Organisation Details** Please complete all sections. The Organisation contact should be the best person to contact about your application and answer any queries. If your organisation type isn't listed and you are unsure about it's eligibility, please contact us before completing the remainder of the form.
Section 2	About Your Organisation	Please provide the year established (and/or registered with Charity Commission/Companies House, if appropriate). If your group was established within the last 2 years, please give details of the month and year you began delivering your activities. Provide a short summary of your organisations main aims and objectives as given within your constitution or terms of reference. Please provide a short summary of what activities or services your organisation currently provides. If you have examples of previous projects that you have successfully delivered, please include details. Explain what experience your organisation has in order to successfully deliver your project such as appropriate

		certifications/qualifications/memberships of regulatory or industry recognised bodies.
Section 3	**About Your Project**	Use this section to provide a short overview of the project including the aims of the project, who it will benefit and what will be delivered. There will be specific sections later in the application where you can provide further detail.

Give full details of where your project will take place to include neighbourhood and city/town. You should also provide the address(es) of where it will be located.

Please outline in a short paragraph what your project activities will include. Please describe what will take place, when it will take place and what the funding will be used for.

In a short paragraph please describe the different methods you will use to reach the target audience for your project including Riverside customers. You will need to account for any promotional materials within your project budget.

In a few sentences, please explain how you know the project is needed within your community. You could any consultation that has taken place, survey data or how you have involved the community in developing your plan for example.

If you will be working with other organisations to deliver the project please provide more details including organisation name, type and how they will be involved.

Tell us about how you have identified the need for the project, what other services or activities are available locally and how this project addresses a gap or complements this.

In a few sentences describe who the project will be aimed at, for example young people, families etc.

Describe how you have consulted with the community in developing your project. Tell us about any surveys you have carried out, or focus groups you've held.

In a short paragraph describe what impact you are expecting your project to have for those taking part. You can also include any benefits the project might have for your organisation/volunteers. |
| **Section 4** | **Impact & Monitoring** | In a short paragraph please tell us how your project meets the Foundation's themes. You do not have to |

		demonstrate meeting all three themes, focus on those with the closest link.
		You will need to provide details on the number of people you expect to benefit, including how many are likely to be Riverside customers and how you have estimated these numbers.
		Please give us a clear breakdown of the expected outputs and outcomes for the project. These should be things that you will be able to measure throughout the project, reporting the results at the end.
		Tell us about how you intend to collect the information and how you will involve your beneficiaries in measuring your projects success.
Section 5	**Budget**	Give a breakdown of the full cost of the project, stating whether your costs are confirmed or estimated, how much you are requesting from the foundation and identify any match funding you may have secured.
		If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated.
		If the organisation is offering 'in kind' support or added value to the project, for example Premises or volunteers, please tell us about this.
		There are two types of match funding: "actual" and "in-kind". Actual match funding allocated money towards a project from another funder or source. In-kind match funding is non-cash funding of free goods or services, such as volunteer hours for example 5 volunteers x 20 hours per week x 52 weeks = 5200 hours.
Section 6	**Sustainability**	Please tell us if the project is a one off, or will continue after the funding has finished. If the project is planned to continue please explain how you plan to continue once the contribution from Riverside Foundation is spent.
Section 7	**Attachments**	Please ensure you submit the required supporting documents with your application, if you have any queries please contact communities@riverside.org.uk
Section 8	**Declaration**	Please complete the declaration section confirming the application is complete and all information is correct.