

## A Step by Step Guide to Completing Your Small Grants Application (under £3000)

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

<b>Section 1</b>	<b>Organisation Details</b>	<p><b>Key Project Details –</b> Please complete all sections.</p> <p>Please note that the name of the project refers to the provision/activity you're applying to fund – not the organisation name.</p> <p>Riverside Key Contact is the name of the Riverside member of staff that you have linked in with to develop your project.</p> <p>Please indicate which area your project will take place. There is a section later in the application which you can provide further details.</p> <p>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.</p> <p><b>Organisation Details</b> Please complete all sections.</p> <p>The Organisation contact should be the best person to contact about your application and answer any queries.</p> <p>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.</p>
<b>Section 2</b>	<b>About Your Organisation</b>	<p>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.</p> <p>Provide a short summary of your organisations main aims and objectives as given within your constitution or terms of reference.</p> <p>Please provide a short summary of what activities or services your organisation currently provides.</p> <p>If you have examples of previous projects that you have successfully delivered, please include details.</p>
<b>Section 3</b>	<b>About Your Project</b>	<p>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.</p>

		<p>In a few sentences describe who you are anticipating will take part in your activities and how you will reach Riverside customers.</p> <p>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.</p> <p>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.</p>
<b>Section 4</b>	<b>Impact &amp; Monitoring</b>	<p>In a few sentences, 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.</p> <p>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.</p> <p>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.</p> <p>The level of detail required will depend on your project – for example: a one-off community event may only require numbers involved, customer feedback and photographs. Larger longer-term projects may include reports, learning, impact.</p>
<b>Section 5</b>	<b>Budget</b>	<p>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.</p> <p>If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated.</p> <p>If the organisation is offering 'in kind' support or added value to the project, for example Premises or volunteers, please tell us about this.</p> <p><i>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.</i></p>

<b>Section 6</b>	<b>Sustainability</b>	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.
<b>Section 7</b>	<b>Attachments</b>	Please ensure you submit the required supporting documents with your application, if you have any queries please contact <a href="mailto:communities@riverside.org.uk">communities@riverside.org.uk</a>
<b>Section 8</b>	<b>Declaration</b>	Please complete the declaration section confirming the application is complete and all information is correct.