



The ACT Foundation

Enhancing the Quality of Life for People in Need

GUIDANCE FOR PREPARING YOUR GRANT APPLICATION

The ACT Foundation provides grants to other UK registered charities with the aim of enhancing the quality of life for people in need, more particularly those living on very low incomes who have a physical and/or a mental disability or the elderly.

We believe that people living with a physical and/or mental disability or a long-term illness should have the same choices, quality of life opportunities and aspirations as others. Our priority is to provide financial support that enables one or more of our 4 “life-themes” to be met. In summary our overarching themes are:

1. Health & Wellbeing – supporting access to community facilities offering support services that maintain, improve and seek to enhance general welfare.
2. Independent Living at Home – supporting people to live independently in their own homes for as long as possible.
3. Respite – supporting carers to provide them the opportunity to take a break from the responsibility of caring for a loved one
4. Transition – supporting the journey through education and personal development programmes into employment, long-term volunteering or other meaningful day time activity, housing and independent living

Applying charities must clearly show in their application how the work or equipment for which funding is being sought fits into one (or more) of our themes. To help give your application the best chance of succeeding we have prepared the following guidelines and the application that you upload on line in pdf format must include the following information **as a minimum under section C2**.

Summary Proposal

We need to know exactly what you are seeking funding for and what our grant would be spent on. You should insert a brief factual description of the work and include the anticipated total cost of the work/equipment and the amount of grant you are requesting from us.

The more detailed and complex issues, e.g. information relevant to a large building project i.e. cost plan, programme, architect plans, planning documents, should be included as an appendix to provide further details.

Purpose and Context:

In this section, explain what you are endeavouring to achieve and why you need to achieve it. The paragraph should be clear and concise and should avoid the use of too many statistics, many of which we will already know.

Background:

Outline in clear terms in no more than 2 pages the background to what you are proposing, keeping to practical details rather than general statements.

If it is not possible to explain the background to a proposal in the space of 2 pages, appendices should be used to provide further details. The use of graphs and tables can often convey the message more effectively and in less time than narrative.

You should include information on why you have decided the work is needed and document any advice from other organisations or stakeholders which supports the demand for the work.

Options

Mention all the options that were considered by management and explain why the preferred option was chosen. Identify the key decision-making criteria and note how each option performs against that criteria. Use a table and/or chart if this helps communicate the point.

Impact Assessment:

We want to understand the experience within the organisation and have some information (only brief detail required) on the need for the work and management's ability to successfully deliver it. In essence, we want you to demonstrate that the work you currently do is successful and show what impact it has on the people being supported and the wider community. Give a brief description of your organisation and its relevant track record/successful partnerships. We will be looking for solid evidence of the impact rather than general statements.

You should also explain how the work you are planning to do will enhance this. Detail the additional outcomes that management is seeking to achieve from the work and state what would happen if you were not able to raise the funding and could therefore not proceed. If the implications of the proposal are complex, include appendices to provide further details. Case histories may also help in demonstrating the impact of your work if you are permitted and have authority to provide these under data protection regulations.

In this section you should also tell us how many people directly benefit from the activities or services provided by your organisation and how many additional people will benefit if funding for the planned work is successful. If there are indirect beneficiaries, these should be identified separately.

You will also need to explain how your application is aligned to the agreed strategic and business plans approved by your Board of Trustees and outline what KPIs and/or reporting back to the Board or Board Committees will occur during and after implementation of the work to measure success.

Safeguarding

If you are working with children, people with disabilities or any other vulnerable groups, you must have a thorough policy of checking staff and volunteers using the current checking mechanisms through statutory agencies. You need to provide a copy of your Safeguarding Policy as part of your application and disclose any recent adverse issues.

Financial Considerations

Provide a summary of the financial implications of the proposal. Once again, this should take the form of an executive summary and might include comments on the expenditure budget, the proposed timing of the expenditure and an overview of the future implications on income and costs. Please state clearly whether the work will result in the running costs of your organisation being increased and if so how you plan to raise and sustain these going forward.

If a detailed business case has been prepared for a proposal and approved by your Board of Trustees, the major financial points of the case should be summarised here.

The more detailed and complex issues, e.g. a proposal for a large building project, should be included as an appendix to provide further details including a detailed budget cashflow for a minimum of 5 years post completion of the work.

In this section you should also summarise what funding you have achieved towards the project to date and the source(s) of that funding. Please provide specific details of other organisations that have been approached and for how much, together with a note on the current status of that approach.

Risk Analysis

Provide a summary of the major risks associated with the proposal and explain how these risks will be managed. This information may be presented in a table format, see below as an example but, if complex, it should be included as an appendix to provide more detail.

Identified risk	Risk likelihood	Impact of risk	Mitigation Strategy

Appendices

Appendices need to be clearly labelled so the reader knows what the document is without having to trace it back through the text. Where there are multiple appendices, an index should be included as a coversheet to them.