



Small Grants Application Guidance Notes

1. Tell us the name of your organisation

Please provide the full name of your organisation

2. If you are an umbrella organisation, please tell us your individual unit name:

If you are a uniform group that runs a number of schemes, please provide the name of your unit, to help us identify you.

3. Please tell us your name.

Confirm the name of the scheme coordinator (please note it should be the scheme coordinator completing the application form).

4. Please tell us your correspondence address.

Confirm the address of the scheme coordinator

5. Please tell us your telephone number

Confirm the telephone number of the scheme coordinator

6. Please tell us your email address

Confirm the email address of the scheme coordinator

7. Please tell us your organisations Borough or District

Please choose the area in which your organisation/club or unit operates

8. Please tell us the name of your Leader Award Winner

Please confirm the name of your valid Leader Award Winner

9. Please tell us the date of when you received your Leader Award Winner

This is the date that we sent a grant offer letter approving the Leader Award Winner

10. Please enter the reference number of your Leader Award

This is the reference number on the top left hand side of the grant offer letter.

11. Brief name of project i.e. High Ropes Day

Please give your project a short name. This description will be used in all correspondence.

12. Please tell us what you want funding for (up to 3000 characters)

Please describe how you will spend the small grant and provide as much information as possible. Please remember applications are assessed and scored, it is therefore essential to demonstrate how you will spend the funds, and to provide as much information as possible.

13. What difference/impact will this make to the young people and the organisation? (up to 3000 characters)

Tell us how this funding will make a difference to the organisation and the young people. For example will this increase access, promote different and exciting new activities, replace old equipment, provide essential resources that the organisation would not be able to purchase without the small grant funds.

14. How many young people aged 11-25 will directly benefit from this project within the next 9 months. Please be specific and use numerical numbers only.

This is the number of young people that will participate in the project/attend the trip/use or access the equipment. Answers must be entered in numerical numbers only.

15. Describe who has been involved in deciding what to apply for (young people, leaders award winner, adults, volunteers etc)

Describe who you have involved in deciding what you will apply for.

16. Please state the date that your project will start?

This is the date that your project begins, or the first date that you can spend funds. (Please note that this cannot be before 1st December 2019).

17. Please state the end date of your project?

Please note that this must be before 31st August 2020

18. Please tell us the total cost of your project?

If your project costs more than the £750 that you are eligible to apply for, please detail the total sum of the project.

19. Please give us a detailed breakdown of the total cost of the items that you are asking JPF to fund.

Please provide an itemised breakdown of the items.

20. Please confirm the total you are requesting from JPF

Please confirm the total funds you are requesting from JPF.

21. There may be some instances where JPF will not fund the full amount requested, or your project costs are more than £750, please explain how the shortfall will be raised.

We want to fund as many projects as possible and therefore we want to ensure that the project is feasible and realistic and will go ahead if we are unable to fund the full amount. If your project exceeds £750, please demonstrate where the additional funds will be sourced from.

If your project is less than £750 and we are unable to fund the full amount requested, please describe how you will raise the shortfall.

22. You must tick this box to tell us that the information that you have given on this form is true and accurate.

Please click on the box.

Small Grants Fund - Frequently Asked Questions

- 1. When does the Small Grant Fund open?**

The Small Grant Fund opens on 1st September – 30th September 2019.
- 2. What happens if I am late submitting an application?**

Unfortunately, all applications must be received by midnight on the 30th September 2019. Applications received after this date will not be accepted.
- 3. Am I eligible to apply for a Small Grant?**

The full eligibility criteria, is detailed on the website. Please click on the link below:
<https://www.jackpetcheyfoundation.org.uk/coordinators-area/small-grants/faq/>
- 4. What is my Leader Award Winner reference no?**

This will be the reference number detailed on the Grant Offer Letter sent to the Leader Award Winner. If you need any further assistance, please contact the Jack Petchey Foundation.
- 5. How much can I apply for with the Small Grant Fund?**

You can apply for up to £750 (although the overall project must not exceed £5000). If your project is less than £750, you can apply for the full amount of your project.
- 6. My project costs less than £750, so can I add additional items to make up the £750 that is available?**

We want to fund as many applications as possible, therefore we are unlikely to fund items that appear to be additional or do not relate to the project.
- 7. My project comes to more than £5000, can I still apply?**

Unfortunately, we can only fund projects that cost less than £5000. However, if there is an element of your project that is under £5000, you could apply for just this part.
- 8. What can I apply for?**

You can apply for items such as equipment, resources, trips, additional items of kit, specialist tuition or sessions.
(Please note that we will not inform you that you have been successful until 1st December 2019 so any items applied for cannot be purchased until after this date)
- 9. What can't I apply for?**

We are unable to fund illegal or items that are illicit such as alcohol and cigarettes. In addition, we will not fund activities that promote religious or political beliefs. Please demonstrate within the application the benefit that your request will have upon the organisation and young people.
- 10. Will I receive the full amount I have requested?**

The Jack Petchey Foundation wants to fund as many applications as possible. However, on occasions we are unable to fund the full amount requested or we may choose to fund a proportion of the overall cost. (Please see question 6 above)

11. How do I apply?

Please click on the link below which will direct you to the online application.

<https://petchey-applications.co.uk/small/init.pl>

12. What information to I need to provide?

Please answer all questions on the application form. Each application is scored, therefore it is essential that you provide as much information and detail as possible for every question, as this will help us assess your application.

13. When will I hear if I have been successful?

We aim to inform you within 8 weeks of the closing date, therefore the week commencing 1st December 2019.

14. Why might my application be rejected?

The most common reason for rejecting applications is due to applicants not meeting the full eligibility criteria, or a lack of information or detail within the application, and therefore we are unable to assess the benefit that the project has upon the organisation and young people.

15. If I am successful, when will I be paid?

Once the grant acceptance letter has been returned all payments will be made by either BACS or Cheque (whichever method the organisation has signed up to).