

APPLICATION GUIDANCE NOTES

Before you start

It is important to read these notes prior to completing your application.

These notes are to help you complete our application form. If there is anything you do not understand, please contact us on grants@jerseycommunityfoundation.org. The word count stated is the maximum word count for the question, please do not feel you need to use all this allocation.

Not all of the information appears on every application form and there may be some questions specific to the fund you are applying for but the information below is generic to all applications.

Organisation Details

Name of Organisation

Enter the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name.

Registered Charity Number & Company Number

Please provide your registered charity number and company number if you have one.

Date established as an organisation

Enter the date in which your organisation was set up.

Organisation type

Please tell us what type of organisation or group you are from; you must be an organisation that meets the registration criteria of the fund you are applying for. Grants must be used for the benefit of Jersey residents.

Organisation details

This should be the address of the organisation that is applying for the grant, and the main email and organisation contact number. Please include the organisation's website address & social media details.

Charity Classification

Please choose the main classification that reflects the main focus of the work your organisation does.

Please provide a short history & background of your organisation (250 words)

This should be a brief summary of the work of your whole organisation rather than the project or activity for which you want a grant.

Please include the day-to-day activities in your organisation, detailing the services and support you provide to give us a feel for your organisation's work. Please include who and how the people you support benefit from this activity.

Please try to avoid jargon or abbreviations.

For example, a youth club might say: We are a club working with children and young people 13-19 years old. We open four nights a week. We provide sport, leisure and arts activities.

What are the Objects of your organisation? (250 words)

What are the short and medium-term goals that your organisation seeks to accomplish so it might reach its overall strategic goals. These objects should match with those in your constitution or charity registration.

Are you a local operation or affiliated to an international charity?

If you have links to a national charity, please state here and state the nature of the financial relationship.

Please select the principal groups that will benefit from the grant

If your project is directed at, or of particular relevance to, people from a specific ethnicity or nationality, please indicate here, or tick 'All' if not.

Governance

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of trustees or directors, how regularly they meet, number of full-time staff, part time staff, and active volunteers involved.

By Trustees, Board or Management Committee members, we mean the people responsible for governing your organisation. By staff we mean people who are paid employees of your organisation. Full time means 35 hours or more a week; if they are paid for fewer hours than this, count them as part time. By volunteers we mean people, other than the trustees/directors or management committee members, who help run your organisation's activities on an entirely voluntary basis. If any questions don't apply put 0 in the box.

Policies & Procedures

Please indicate in the boxes which policies and procedures you have in place. Please note that this is a generic list and not all will be relevant to your charity.

Application Contacts

Please complete the full details of your main contact. This is the person who will be the main contact for the application.

Please also complete the full details for your organisation contact. This person must be a member of the Board or Management Committee and must be an authorised signatory for the organisation and must be different to the main contact.

If you have paid employees, the highest-ranking person in your organisation will be called the chief executive, chief officer, manager, co-ordinator, or something similar. If you are entirely volunteer run, the highest-ranking person will be the chair of your trustees, board or management committee. The first contact person should be someone who can discuss the application. If possible, please give a second contact person in case the first is not available. The second person needs to know enough about the project or activity so that they can answer questions.

Bank details

If you are successful, a grant will be made via BACS. Please ensure the details are accurate & as reflected on your bank statement with the account name matching the organisation name. The statement must be dated within six months of the grant closing date.

Income & Expenditure

Please complete the boxes showing your income and expenditure for last year, current year, next year. Please use full year, budgeted or forecasted figures. The figures should be taken from your most recent annual financial statements.

You must send your latest annual accounts with the application. These should not be more than 18 months old. If you are a completely new organisation, you can send a copy of your most recent bank statement.

Reserves

Please complete the boxes showing your free reserves and restricted reserves for last year and the current year.

Reserves should be reasonable given the size of the organisation and these are in line with any reserves policy you hold, we would usually expect between 9-12 months running costs. Organisations with significant reserves may be asked to explain why these reserves cannot be used to cover the cost of the activity. If you would like the opportunity to explain the level of your reserves, please do so on a word document uploaded with your application.

The unrestricted reserves figure should not include any money you have been given for a specific purpose (restricted funds). If you are not sure about your reserves figure, please ask your treasurer, bookkeeper or accountant.

Project Details

Project title (150 words)

Please enter the name of the project. If the funding is for core costs, please write 'core costs' as the project name.

Existing or new work

Please indicate whether this grant application will support existing or new work

Project start date

Please state the preferred project start date. Please note you cannot apply for retrospective funding, and the start date must be within one year of the date funding awarded, which is usually one month from the closing date of applications. If no project date is in place, please provide an estimate.

Project end date

If no project date is in place, please provide an estimate.

Total cost of project

This figure is for the funding required overall, not the amount being requested by the Foundation (this figure could be the same if you are only applying to the Foundation).

Total amount requested from the Jersey Community Foundation

Please indicate the total amount you are requesting from the Foundation.

Number of people who will benefit directly from this funding

This question refers to the number of people who benefit not counting volunteers or workers. You might call these people your service users, beneficiaries or clients. (please enter the number of people who will benefit from the grant)

Overarching Objective

Please explain in a couple of sentences what the main aim of your project is.

Project details (250 words)

Please provide a summary of your proposed project expanding on the overarching objective and describe what the grant will fund. i.e. core operating costs, specific job role, services or activities.

Please describe the service, support and activities, the type of people it will support and how this funding will support them.

Describe what you will do, when, where and what resources you will use to make it happen, like equipment, staff, volunteers etc.

Background & Needs (250 words)

Please indicate how your charity came to propose this project and explain the needs your project is setting out to address.

Please tell us how you have identified the need. Have you carried out research?

How will this funding help you address this need?

Tell us how you know the project or activity is needed or wanted by the people who will mainly benefit, and how you know the approach you plan to take is the right one. We are keen to see that your target community has been engaged in the decision to run the project.

We also want to understand the evidence from your own work, or from the wider field, that you are using to help you design your project or activity.

Evidence Base

This question is about external research or data carried out by another organisation or group to support the approach you are taking to your project – why you have decided on this method, is it based on any completed research which supports delivery with the outcomes you list.

Activities and Time Frame

Please list activities to be undertaken, to implement your project fully from start to finish. How long each one will take and when you expect to begin.

List any relevant examples which demonstrate the ability of your organisation to implement similar projects

Please indicate how your organisation is prepared to implement this project and any previous experience you have had.

Outcome Based Results

Please see the section at the bottom of this document for guidance on outcomes

Project Outcomes (250 words)

What are the expected outcomes of your project? What will you do and who will be better off? What 'difference' will it make?

Please list a minimum of three expected outcomes specifically as a result of this funding, not general outcomes for the charity. Under each outcome, list the most important differences these activities will lead to in the lives of the people you support.

If the funding request is for specific services/activities, please make sure the outcomes are specific to these services/activities.

We will use these outcomes to monitor what differences you have made as part of the grant reporting.

For example, 'x' people moved into independent living, 'x' young people have increased self-confidence, 'x' older people feel less isolated. The Foundation will use these outcomes to monitor what you have achieved.

PROJECT IMPACT

Longer Term Project Impact (250 words)

What is the eventual (longer-term) impact of the activities the Foundation is funding? Impact can be defined as longer-term, sustainable change, as opposed to shorter-term outcomes.

Describe the impact you expect to make with individuals and communities. It is important that you can track, measure and evaluate these differences to show what impact you hope to make. This will also help you when you come to evaluate/report on your work.

You may also want to consider the impact your work will have upon your organisation; how it might develop, establishing greater skills and capacity in order to develop for the future.

Monitoring

How will you measure and report on these outcomes? (250 words)

How will you know your project has made a difference? What indicators will you use to measure success? How will you collect that data? What evidence-based research have you used to identify both soft & hard outcomes?

We will ask you to report on progress during the grant, so explain how you will track its progress and learn from its findings so that it helps you to develop and improve. Tell us about:

- your plans for measuring the impact of your work
- explain how your learning will be shared and used more widely and how you will apply it to refine and improve your work.

Risks

Every project has risks. Please assess what are the risks to the success of the project and how you intend to manage/ mitigate them.

Partners (250 words)

Please explain who your partners are and how you will work collaboratively with them and other similar services. Are you part of any of the cluster groups, please indicate which one if so.

Project Budget

Please either upload a project budget here or complete the budget table, you do not need to do both.

We will need a more detailed breakdown of how you plan to use our funding, so tell us about:

- full details of all the costs involved, with an annual breakdown
- any other funding that will be used for this proposal, where it's from and if it has been secured
- explain how costs were calculated, including information about quotes obtained
- if your project is to improve or build facilities, who owns the land, buildings or property that the proposed project will be improving?

Additional Funders

What other sources of finance are in place or promised? Please detail the other sources from which you plan to fund the balance required for the work, how much has been secured or is still pending.

Financial Overview (250 words)

Please provide key information regarding your future financial position (e.g. significant contracts up for renewal, major grants completing, other significant new projects).

Sustainability (100 words)

If this work continues beyond our funding period, how do you intend to fund and sustain it in the future.

Details of Government funding (250 words)

Please give details of any funding your organisation receives from the Government. This funding doesn't have to be for the project you are requesting funding for in this application.

Consent

Consent to pass details obtained about your organisation through the application and assessment process to external agencies, including other grant-making bodies.

Declaration

By submitting this application, you are confirming that all information in the proposal is correct.

Attachments

Supporting Documents to be Uploaded:

- A copy of your most recent annual accounts
- A copy of your most recent bank statement and investment balances
- Job description if applying for funding for post(s)
- Where equipment is to be purchased or building improvements carried out, quotations or estimates of the anticipated costs, having reference to online comparisons

Other considerations

Data Protection

This information is being collected by The Jersey Community Foundation

We will capture and store the name, position in the charity, telephone and email contact of your main contact and organisation contact. This data will be used to support the grant assessment process, to notify your organisation of the outcome of your grant application, and if your grant application is successful to discuss grant monitoring and reporting, and PR and marketing. Your data will be used only for the purposes specified.

The data will be held on our database and will be kept for a period of 10 years (plus the duration of your grant period if your application is successful).

Under the General Data Protection Regulations, you have the right:

- of access to your personal data (if anything is inaccurate or incorrect, please let us know and we will correct it);
- to have your data expunged from our database

For further information (including details on how to request a copy of your information) or to make a complaint about our use of your data, please contact the Chief Executive Officer at admin@jerseycommunityfoundation.org

Please contact the Grants Manager to check eligibility and to discuss your funding request:

Trudy Le Bas at grants@jerseycommunityfoundation.org

OUTCOMES GUIDANCE

This guidance is designed to:

Help you make sure that, in your application, you clearly express the changes you wish to bring about and are able to give a convincing account of how you will do this, and how you will assess whether or not you are successful.

This guidance provides details about how to go about this – to help you plan and prepare.

In considering your application, we will look closely at the activities you propose and assess whether they will lead to the changes you hope to bring about. We call these activities ‘outputs’. The changes you hope for are ‘outcomes’

What are outcomes?

Outcomes are the changes that will come about as a direct result of your work, during the period for which you will be funded.

What are outputs?

Outputs are those activities you carry out in pursuit of your outcomes (for example workshops or events) and also include the things you produce, that may help you achieve your outcomes (for example DVDs or reports).

Why are outcomes important?

The Jersey Community Foundation aims to support work that makes a positive difference in the community of Jersey. This means that applicants have to be clear about the changes they hope to bring about, and show, early on, how they will benefit the community. We want to encourage you to think about this in advance so that you are well prepared for the application process.

Identifying your outcomes

You may aspire to bring about a wide range of changes, but you will need to decide which you can realistically bring about. We will need to be convinced that the outcomes you have chosen are realistic. We will also need to be convinced that the activities you have proposed have a good chance of helping you to achieve those outcomes.

Demonstrating the difference your project will make

You will also need to be clear how you plan to assess whether you have achieved what you set out to do. You can do this in a number of ways, and we discuss this later in this guidance.

We suggest that you consider the following:

- The specific outcomes you intend to bring about – are they realistic and achievable in the time frame you suggest?
- The activities you propose – is there a good chance that they will help bring about these outcomes?
- Other approaches to achieving these outcomes – might they have a greater chance of success?
- Measuring or assessing the changes you hope to bring about – is this possible? If so, how will you do this? What evidence will you use to demonstrate that change has occurred?

Further Guidance

The outcomes you identify need to be 'SMART'. By this we mean:

Specific – tightly defined and described in an unambiguous way

Measurable – using indicators that enable clear comparison of the situation at the end of the funded period with that at the start. (Please note that the 'measurable' in SMART does not necessarily mean 'count-able'. For all outcomes, JCF is looking for credible evidence of change, but this will sometimes be qualitative.

However, we do expect you to quantify change wherever this is possible and appropriate to the outcome.)

Achievable – are realistic but also represent significant progress given the scope of the work

Relevant – have a strong connection to the overall purpose of the work and relate to key priorities within the range of intended activity

Time-tabled – can be achieved within the funded lifespan of the work

Measuring outcomes

You can use a variety of tools to measure outcomes, including questionnaires, surveys, focus groups, video diaries and one to one interviews.

Think about measurement from as early as possible.

Decide on the best approach in advance of the project and gather information at the beginning. This will let you get a clear picture of where you are starting from and allow you to measure changes (e.g. through a before and after survey of participants).

Do not confuse outcomes and outputs

Outcomes should not be statements about activities to be delivered, such as descriptions of services. These are 'outputs', not outcomes. Instead, outcomes should be expressed in terms of the change brought about – such as 'greater understanding', or 'increased levels of participation'. For example, in a project that aims to help young people improve their skills and qualifications: 'young people, aged 14–16, who participate in the project improve their skills in public speaking and knowledge of filmmaking'

'Hard' and 'soft' outcomes

We recognise the value of both 'hard' and 'soft' outcomes. 'Hard' outcomes are concrete, quantitative outcomes – such as the numbers going into jobs or the numbers of people gaining qualifications. It is easy to measure whether these have been achieved or not – they either have or they haven't, there is no middle ground.

'Soft' outcomes are more intangible, subjective and generally a matter of degree rather than absolute. They are often an important intermediate step towards achieving the harder outcomes. It is often difficult to measure soft outcomes directly. Instead, appropriate indicators or success measures may be used to provide evidence that a soft outcome has been achieved. For example, a soft outcome might be: 'Parents using the service have more confidence in communicating with staff at their children's schools.'

Glossary of commonly used terms

Term	Meaning
Overall aim or goal	Describes why the organisation exists & the broad effect it wants to have. It summarises the difference that an organisation wants to make.
Activities	The actions, tasks and work a project or organisation carries out to create its outputs & outcomes & achieve its aims. Can also be called processes. (What an organisation does)
Outputs	Products, services or facilities that result from an organisations or project's activities. For example, workshops, leaflets, case work sessions or a brokerage service (What an organisation delivers).
Hard outcomes	Outcomes that are clear & obvious, or which involve an external change in people's behaviour or circumstances (e.g. securing a job)
Intermediate (or interim) outcomes	Smaller changes that happen as steps on the way to other outcome/s. They are often changes that need to happen before the final, desired outcome can be reached.
Soft outcomes	Outcomes that are less easy to observe or measure, or which involve some form of change inside people, such as change in attitude or a change in the way they see themselves.
Outcomes	The changes, benefits, learning or other effects that result from what the project or organisation makes, offers or provides.
Measurable	Measurable – using indicators that enable clear comparison of the situation at the end of the funded period with that at the start.
Impact	Broad or longer-term effects of a project or organisation's work. This can include effects on people who are direct users of a project or organisation's work, effects on those who are not direct users, or effects on a wider field such as government policy.
<p><i>Some examples:</i></p> <p><i>"You can lead a horse to water, but you can't make it drink". Leading a horse to water is an activity or output, the horse drinking is the desired outcome.</i></p> <p><i>Another example. Knocking over the first of a line of dominoes is an activity/output; the successive dominoes' falling is the outcome.</i></p>	
<p>Impact can mean different things to different people. It can be difficult to measure and collecting data can be time consuming and expensive. We recommend reading NPC's Understanding Impact document, link below:</p> <p>https://www.thinknpc.org/wp-content/uploads/2020/02/Understanding-Impact-.pdf</p>	