**Cabinet Office**

**Local Charities and Community Groups Match Fund**

**APPLICATION FORM**

Please read the guidance notes before completing this application form. When you are typing your form, use 12 point font size.

If you have any queries about the application form or how to apply, email socialaction@cabinetoffice.gov.uk by 12th August. Please note that after that date, we may not be able to answer your queries. We will publish the answers to questions we receive from applicants by this deadline by 16th August.

The Government is offering an investment of at least £250k to act as match funding in a fundraising campaign designed to:

* Generate fundraising income for local charities and community groups
* Help local charities and community groups to increase their number of supporters/donors, including attracting new donors
* Raise greater awareness of the work of local charities and community groups, individually and collectively.

The Government has an aspiration for its financial support to be matched by support from philanthropists, foundations and others to create a total match fund pot of £1m, to then be used in the match fund campaign.

Government is particularly interested in proposals that bring together partnerships capable of expanding the reach, eligibility and impact of the match funding campaign.

The match fund is intended to form part of Government’s plans for a Local Charities Day, a celebration of local charities and community groups that will take place later this year which was [announced](https://www.gov.uk/government/speeches/local-charity-day-rob-wilson-speech) by the Minister for Civil Society on 14th July. The exact date is still to be determined, and there remains some flexibility on this date. The timing of this may be influenced by the match fund proposals received. We would therefore welcome proposals that either grow an existing campaign, or launch a new campaign. The match fund should commence in December 2016 at the very latest.

100% of this £250k investment is to be used to match donations.

Applicants are asked to set out in their bids any reasonable costs requested to be met by Government, in light of Government’s overall level of contribution to the match fund pot.

Depending on the nature of the campaign, funding can be provided until March 2017, and all funds will have to be spent by June 2017. Responsibility will sit with the provider to have a clear and robust due diligence process in place regarding which organisations receive match funding.

Please fill in this application form no later than end of Sunday 21st August*.* Please also submit any supporting documentation. Where specified, please do not exceed the word limit.

Please ensure you read the specific guidance for each question and complete each of the sections prior to submission. Incomplete applications will not be considered.

Proposals will be assessed by a panel. Please assume that assessors have no background knowledge of your organisation, its aims and what it does. It is therefore important that your application is as clear, concise and as unambiguous as possible.

We reserve the right to ask organisations any questions to help us during the selection process and to ask organisations to revise their proposal before a final decision is taken.

**How to send the form to us**

Please send us your application form by email to socialaction@cabinetoffice.gov.uk. We will send you an acknowledgement email to confirm that we have received your application.

You only need to send us extra information if we specifically ask you to.

**Eligibility checklist**

This checklist will help you to check that your proposal meets our eligibility criteria and that you are sending us a fully completed application. If you are not able to answer yes to any of these, then please email us for any questions. If you answer **NO** to any of these questions then your application will not be eligible.

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| **Eligibility criteria** | **Yes** |  **No** |
| My organisation is one of the following:* a legally constituted Civil Society Organisation (this could be a company limited by guarantee, or CIC for example) which may, or may not, also have charitable status.
* A public sector body
* A business with a social mission or clear objectives in its corporate social responsibility policy toward increasing social action, or business involved in the delivery of public services
 |  |  |
| Has experience of delivering match-funded, fundraising campaigns that benefit the whole or part of England |   |   |
| The benefits of my project focus on England, and has the potential to reach all areas of England. |   |   |
| The organisation(s) submitting this proposal are in a position to accept an offer by September 2016, with the match funding campaign to have commenced in December 2016 at the very latest. |   |   |
| My project will ensure all funding is spent by 31st March 2017, or committed to be spent within three months of that date. |  |  |
| Before the campaign commences, my project will expand the size of the match fund pot by generating additional support from philanthropists, foundations and/or others. |  |  |
| My project will benefit local charities and community groups. |   |   |
| If I have requested additional funding for any reasonable costs to be met by Government, this money will be used primarily to fund revenue costs, and the total expenditure on capital items for this project will not exceed the value of £5,000. |  |  |
| I would have financial control over any financial support that I was awarded rather than any other organisation. |   |   |
| My organisation, and any organisations it will work in partnership with, has/ have an Equality and Diversity policy that applies to recruitment, HR and other standard business practices and is in line with [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents). |  |  |
| I and my partners will have due regard to equalities, in line with the Equality Act 2010, when designing and delivering this match fund.  |  |  |
| I have completed every section of the form. |   |   |

**Your organisation**

If you are applying in partnership with another organisation, only the lead organisation may apply.

**Main contact details**

|  |  |
| --- | --- |
| Title |   |
| Forenames |   |
| Surname |   |
| Position or job title |   |
| Primary telephone |   |
| Email |   |

**Organisation details**

|  |  |
| --- | --- |
| Organisation legal name(s) |   |
| Address |   |
| Primary telephone |   |
| Email |   |
| Website |   |

Please note we will use this as the main post address for all correspondence regarding this application.

**Organisation type**

What is your organisation’s legal status?

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| --- | --- | --- |
| **Legal status** |  **Yes** |  **No** |
| A legally constituted Civil Society Organisation (this could be a company limited by guarantee, or CIC for example) which may, or may not, also have charitable status. |   |   |
| A public sector body |   |   |
| A business with a social mission or clear objectives in its corporate social responsibility policy toward increasing social action, or business involved in the delivery of public services |  |  |

If you are a charity, what is your charity number?

Or

If your organisation is registered with Companies House, what is your company registration number?

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If you are not a registered charity or a registered company, please provide a link to your constituting documents.

What are the aims of your organisation as expressed in your governing documents? *(maximum 200 words)*

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Please provide a brief breakdown of your overall income, including annual turnover and primary sources of income.

**Your application**

What is the name of your project?

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Please give a summary of your project. *(50 words)*

Provide a very short summary of your project, giving brief details of what you are going to do and why. If successful, this summary may be used to publicise your project.

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How much would you envisage this match funding campaign will raise for local charities and community groups?

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How many local charities and community groups will be eligible to receive match funding through this campaign?

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Are you applying in partnership with another organisation? If so, please provide the names of all of the partner organisations.

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How much funding are you applying for?

Please note: the investment in the match fund pot from Government is at least £250k, with 100% of this being used to match charitable donations. If your bid also includes a request for any reasonable costs to be met by Government, you will be asked for a breakdown of project costs later in the application. Please ensure that you cross reference the total amount requested here with the figures elsewhere in this form.

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|  £  |

 Where will your proposed project operate?

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**For sections 1 - 3 please refer to the Guidance Notes on how to complete this form.**

**Section 1 - Your proposal**

1. Please describe a previous match-funded, fundraising campaign(s) that you have delivered to incentivise giving, and its reach and impact. *(maximum 400 words)*

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|                                    |

2. Please describe the match-funded, fundraising campaign you would like us to fund. This may be extending an existing campaign, or a new match funding campaign. *(maximum 600 words)*

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|                                           |

3. Which local charities and community groups would be eligible and able to receive the match funding for their fundraising, and why? *(maximum 400 words)*

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|                                 |

4. How would you raise awareness of and engagement with the campaign, including amongst local charities and community groups and the public? *(maximum 500 words)*

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5. What is the likely impact of the campaign you propose on the outcomes and the goal we are interested in as set out in our Theory of Change (Figure 1 of Guidance Notes)? What is the evidence for this? *(maximum 500 words)*

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**Section 2 - Measurement of impact**

6. Please tell us what data you collected, and how, from a previous match-funded, fundraising campaign(s) that you have run. How does this enable you to demonstrate impact? *(maximum 300 words)*

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7. Please tell us how you would measure the impact of the proposed match funding campaign, including working with our in-house evaluators. (*maximum 400 words)*

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**Section 3 - Capacity to deliver**

8. Who will be directly responsible for the day-to-day running of the campaign, and what is their experience? *(maximum 500 words)*

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9. If you are working in partnership with other organisations, who are they and how will you manage your relationship with them? *(maximum 500 words)*

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10. We plan to confirm the award to the successful applicant in September 2016, and wish to align the campaign with plans for Local Charities Day. The exact date of Local Charities Day is still to be determined - there remains some flexibility on this date, and the timing of this may be influenced by the match fund proposals received. The match funding campaign will need to be fully operational at the latest in December 2016. Please set out your mobilisation plan detailing how you would set up/grow the campaign between having your financial support confirmed and the start of the campaign.*(maximum 500 words)*

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11. How will you know, during the delivery of the campaign, whether or not it is having the impact you intend? And how would you act to improve performance if necessary? *(maximum 500 words)*

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12. Please specify the milestones and key deliverables for your proposal in the table provided.

Please note that the milestones entered here may form part of your monitoring if you are successful.

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| --- | --- | --- | --- | --- | --- |
|  **Milestone** | **September** | **October** | **November** | **December** | **Jan-March** |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |
| *[insert milestone]* |   |   |   |  |  |

13. Please provide a budget breakdown for your project.

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| --- | --- |
| **Expenditure (£)** | **Total (£)** |
| *Government contribution to match fund pot* |   |
| *Investment in match fund pot from philanthropists, foundations and/or others (please break into secured and anticipated)* |  |
| *[Add direct project costs]* |   |
| *[Add direct project costs]* |   |
| *[Add indirect project costs]* |   |
| *[Add indirect project costs]* |   |
| **Total expenditure** |   |
| **Amount covered by other funding** |   |
| **Total requested from OCS** |   |

14. Please list any other recent funding proposals you have made to Cabinet Office, other Government departments or other external funders for this kind of work.

Please list funding proposals in the last three years, how much you have applied for, what your bid was for and whether or not you have been successful.

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| **Funder** | **What was the funding for** | **Amount requested (£)** | **Secured? Y/N** |
|   |   |   |   |
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15. Please complete the table below to show your organisation’s recent financial track record for the last two financial years for which you have audited accounts, and management figures for the current year to date.

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| --- | --- | --- | --- | --- |
|  |  **Annual accounts 2014 – 2015** | **Annual accounts 2015 - 2016** | **Management figures YTD** | **Projected full year figures** |
| Total Income |   |   |   |   |
| Total expenditure |   |   |   |   |
| **Surplus/deficit** |   |   |   |   |
| Current assets |   |   |   |   |
| Current liabilities |   |   |   |   |
| Fixed assets |   |   |   |   |
| Term liabilities |   |   |   |   |
| Unrestricted funds |   |   |   |   |
| Restricted funds |   |   |   |   |
| **Total funds** |   |   |   |   |

**Declaration**

As part of the application process the Government may need to share information about your application with an interview panellist(s) from an external organisation(s).

The Government may also need to share information about your application with other organisations such as other funders who may be able to support you.

You certify that the information contained in this form and any accompanying documents is true and correct, and that you have the authority to act on behalf of the organisation and this proposal has been approved by the Trustees/Directors.

If the application is successful, the information provided by the applicant in this application will form part of a legally binding offer letter.

By completing this declaration I agree to use of this data as outlined above.

|  |  |
| --- | --- |
| **Name** |   |
| **Position** |   |
| **Organisation** |   |
| **Date** |   |