



# SMALL GRANTS

How to Answer the Questions on the  
Bolton's Fund Application Form

# Introduction

The guidelines and score criteria here relate to Bolton's Fund small grants (grants up to £5,000). The guidelines and score criteria are very similar for the Medium and Larger applications so these guidelines are a useful guide for both small and larger Bolton's Fund application forms.

## Section 1. About your project

In this section you need to provide a clear picture of exactly what you plan to do with the money you are applying for.

**Do:** Tell us in no more than a couple of lines, what you do as a group or organisation. For example, "*we specialise in running outdoor activities for young people across Bolton*". You can always provide a link to your website/social media if you like.

**Do:** Spend most of this question telling us about **WHAT** you propose to **DO** with the money you are asking for. Make sure you include WHO, WHAT, WHERE, WHEN and HOW you will deliver this piece of work. You could include information about what days and times your work will run, demographics of your beneficiaries, how volunteers will be involved, qualifications, experience of any paid staff. You will be scored on how well your project is well planned.

**Don't:** Use all your word count telling us about everything your organisation has done in the past and what it does now. You need to focus on what you will be doing with the money you are asking for.

**Extra tip:** you will be scored on how well planned your project is. If you have spent time working out exactly what you plan to do and how you plan to do it, you will find it much easier to clearly explain what you plan to do in a funding application. A badly explained proposal can indicate a badly planned piece of work and if work is badly planned it's chances of success are less likely.

**Extra tip:** Make sure your description matches your costings in the next question. For example, if your costings include expenses for 4 volunteers, explain here what those four volunteers will be doing.

## **What you will be scored on?**

For this section you will be scored on how well your Project is planned. The assessors will consider how clear they are about:

- What activities will take place,
- Where will it happen,
- When and how often,
- Who will take part

If is it equipment are you clear about how it will be used and why it is needed?

Does the budget relate to the planned activities and give a good indication of how the money will be spent.

Score applications against this criteria from 0 - 3

0 = Not at all or Very poor

1 = Moderately or Below average

2 = Mostly or Above average

3 = Excellently or Very good

## Section 2. Your Project's Budget

It's very important that you provide a clear break-down of how you have calculated your costs. This demonstrates that you have planned your work properly.

- Do research your costings.
- Don't make your costing up.

### Example 1

Acceptable:

Support Worker - 20hrs/wk @ £18.75ph x 20 wks = £7,500

Not acceptable:

Staffing - £7,500

### Example 2

Acceptable

1 x HP 14" Laptop - Intel® Core™ i3, 256 GB SSD = £379.00

Not acceptable

Laptop and equipment - £1,000 (you must list each items separately if they are not the same)

**Extra tip:** When your application is assessed grant assessors will check that your costings all relate to WHAT you have said you will do in the previous question. If you have included costings that don't relate to what you've said you'll do you may score lower. For example, if you've included specialist training for volunteers but not explained what the volunteers will be doing in the first question then the grant assessors may feel that these costs are not needed.

### **What you will be scored on?**

Your budget is considered when the grant assessors are looking at how well planned your proposal is. See above (Section 1 About your project).

## Section 3.

Tell us about the specific need you wish to address. And, Tell us what you have done to find out this is needed and who has been involved in the planning/decision making?

When your application is assessed, the assessors will score the application on how well you have explained the need for the work you are asking for funding for and how your group/organisation knows this?

**Extra tip:** Even if there is a need for your work and you have clearly demonstrated this, it is also important to demonstrate that what you are proposing to do is wanted by the community you will be working in and with.

The need for your work may relate to:

- Where people live or the local environment;
- A health issue, disability (physical, mental or learning disabilities) or caring responsibilities
- A lack of skills
- A lack of local facilities or opportunities to meet other people or take part in affordable community activities or voluntary roles.

Things you can could do to find out about the need for your include:

- Hold a meeting or an open day for people who are interested.
- Carry out a survey or questionnaire of people they help or might use their service.
- Keep a waiting list of people that want to get involved.
- Find out if there is a lack of services/activities in the area.
- Evaluating or collecting feedback from previous or pilot projects.
- Finding out if the project links in with local statistics, strategies and plans.

## **What you will be scored on?**

For this section you will be scored on 'Does the application explain the need for the project and how the organisation knows this?' The need for the project may relate to:

- Where people live or the local environment;
- A health issue, disability (physical, mental or learning disabilities) or caring responsibilities
- A lack of skills
- A lack of local facilities or opportunities to meet other people or take part in affordable community activities or voluntary roles.

Things the applicant could do to find out about the need for their project include:

- Hold a meeting or an open day for people who are interested.
- Carry out a survey or questionnaire of people they help or might use their service.
- Keep a waiting list of people that want to get involved.
- Find out if there is a lack of services/activities in the area.
- Evaluating or collecting feedback from previous or pilot projects.
- Finding out if the project links in with local statistics, strategies and plans.

The assessors will score applications against this criteria from 0 - 3

0 = Not at all or Very poor

1 = Moderately or Below average

2 = Mostly or Above average

3 = Excellently or Very good

## Section 4. Your Project Outcomes

Make sure you refer to the **Funding Priorities** in the guidelines for the particular round you are applying for. The guidelines will say something like, “successful projects must achieve one or both of the following outcomes.....”

### What do we mean by project outcomes?

What we are looking for here are the BENEFITS, CHANGES, IMPROVEMENTS you will achieve as a result of the piece of work you are asking for funding for.

- **Do** explain what positive difference your group or organisation aims to achieve for the people you will be working with.
- **Do** make sure this relates to **the Funding Outcomes** on the guidelines when you answer this question.
- **Don't** tell us what you will do in this question. We ask you to tell us what you will do and how you will do it in question 1.

For example, if the funding outcomes are more improved digital inclusion in Bolton, the kind of outcomes we will be looking for are more people feeling confident with digital technology, more people having access to digital technology or more people using digital technology etc.

**Extra tip:** In question 3 we ask you to tell us about the **need** for your project. Check that what you tell us about the need, relates to your project outcome.

*For example, if you tell us you are working with older people and they've fed-back to you that they don't feel confident using an android phone because they are worried about having their information stolen, your project outcome may be something like: “.. as a result of our workshop sessions, older people will feel they have a better understanding of android phones and will feel more confident about using this technology.”*

### Example 1. Funding priority is “improved engagement with digital technology”

#### Acceptable:

By the end of this piece of work people will feel confident enough to start using at least one form of digital technology. For example shopping on line or talking to family using skype.

You can also tell us how you will monitor this to demonstrate you have achieved what you said you would achieve for example, “We will monitor people’s levels of confidence and use of digital technology before and after our project”.

**Not acceptable:**

We will run 5 workshops on how to use tablets and by the end of the project 30 people will have received training.

This is not acceptable because it only tells us what you plan to do, it doesn’t tell us how people / the community will benefit from your activity.

**What you will be scored on?**

You can potentially score up to 5 marks with this question so it’s important you have a strong answer.

You will be scored on ‘**How well will this application achieve the funding priorities?**’ Does the application explain how the project will help people in Bolton?

Assessors will refer to the funding priority for the particular funding round. Assessors will score applications against this criterion from 0 - 5

0 = Very poor or Not at all

1 = Poor or Not very well

2 = Below average or Needs a bit more work

3 = Above average or Satisfactory

4 = Good or Mostly

5 = Very good or Excellently

**Bolton Community and Voluntary Services (CVS)**

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