

Berkeley Foundation Resilience Fund 2021/22

Application Guidance Notes

The Berkeley Foundation's Resilience Fund will be open for applications on Friday, 8 October.

The application guidance notes are intended to help you understand what we look for in an application, and support you through the process of applying for a grant. If you have difficulties in accessing the online form, please contact us at info@berkeleyfoundation.org.uk. We will connect you to one of our partnerships managers.

Online application form

We ask all organisations to apply online via the Berkeley Foundation website - <http://www.berkeleyfoundation.org.uk/grants>.

We suggest that you draft your responses before starting the online application, as the funding form will need to be completed in one sitting.

Please ensure you complete all questions and do not leave any boxes blank. Where a question is not relevant to you, please write N/A.

Supporting information

All applicants are asked to submit supporting documents at the end of the online application form. Please refer to the **Supporting Documents Guidance** below to make sure you submit the correct information. We are not able to assess applications until all supporting information is received.

Before you apply

Before making an application, please make sure you have read our **Funding Guidelines**, as we are not able to provide grants for projects that do not meet our programme outcomes or eligibility criteria.

Please note that asterisk (*) marked questions are compulsory.

Please aim to respond to the questions in a clear and straightforward manner. We encourage you to limit your answers to maximum 300 words for each question.

Step-by-step guidance on completing the application form

Step 1 – Eligibility check

To verify compliance with our main eligibility criteria, please undertake the eligibility check. You will not be able to progress with your application unless you pass our eligibility check.

Step 2 – Personal and Organisation details

- **Q1 – 8:** refer to your personal and organisation contact details. These should be the contact details of the person responsible for this application. They should be in a position to provide further information on the proposal.
- **Q9: Organisation name** - This should be your organisation's legal name, as it appears on your governing documents, bank account and Charity Commission register. If you are applying on behalf of a partnership, please choose a lead organisation.
- **Q10: Organisation type - Registered Charity / Community Interest Company (CIC)** – Please select your organisation type from the drop down menu.
- **Q11: Website** - Please enter your organisation's web address.
- **Q12 – 13: Charity/Company number** - If you are a registered charity, please enter your charity number as it appears on the Charity Commission website. If you are a community interest company, or have a company number, please enter it here. You must complete at least one of these questions in order to be eligible for funding.
- **Q14: Where do you deliver your charitable work?** – Please select the area(s) in which your charitable work is delivered. We are not able to fund organisations that do not operate in at least one of these areas.
- **Q15: What was your total income in the previous financial year (£)?** – Please enter your total income from the previous financial year as it appears in your most recent published accounts, without any commas or currency signs. We are not able to fund organisations whose income is under £100,000, or over £1.5m.

Step 3 – About your organisation

- **Q16: Please describe your organisation – tell us who you are, what you do and what your purpose is.** - Please explain your organisation's aim and core existing activities. This will give us an idea about who you are as an organisation, what is your long-term vision and how you work with the young people and communities you support.

- **Q17: Who does your organisation work with? Who are the young people and communities you support?** – Please use this space to talk about the young people and/or communities that you support. Include details about your reach, geographical spread and any barriers facing your service users.
- **Q18: What is the overall impact of your organisation?** – Please describe the difference your organisation makes. You can use stats and stories to bring this to life.
- **Q19: What work do you do to support young people on their journey to employment?** – Through the Resilience Fund, we aim to support organisations that enable 16-25 year olds to overcome barriers to work and kick-start their careers. Please explain how your organisation supports young people on their journey to employment. For example, this can include developing employability skills, mentoring, brokering apprenticeships and internships, supporting those furthest from the job market to build soft skills, etc.
- **Q20: What percentage of your overall activity is focused on supporting young people on their journey to employment?** – Briefly, please estimate the extent to which your programme/activity portfolio covers work supporting young people on their journey to employment. Do all your programmes include an employability focus, or is this a small part of what you do?
- **Q21: How are young people involved in the design and delivery of your work?** Please tell us how you support young people to be involved in the design and delivery of your work as an organisation. Specific examples will be helpful here.
- **Q22: How do the young people and communities you serve contribute to the leadership, direction or strategy of your organisation?** Please tell us how the organisation enables young people or the communities you serve to contribute to the leadership, direction or strategy of your organisation. Specific examples will be helpful here.

Step 4 – About the project

- **Q23: What are you requesting funding for?** - Please provide a concise account of the work you are applying for funding for, and how this fits within your organisation's wider strategy or business plan. If your organisation does not have a strategy or business plan, please reference your future plans for the development of your organisation.
- **Q24: What organisational need are you trying to address?** – Explain the gap or need that you have identified. How have you identified this need? What impact is it having on you and why do you need to address it?
- **Q25: What is the intended impact of this work for your organisation?** - Use this space to talk about the impact of the project on your organisation. What will this work enable you to achieve or do differently? How will it help you develop your organisational resilience?

- **Q26: What is the intended impact of this work for the young people and communities you serve?** – While this project may not impact the young people and communities you serve directly, there may be indirect impacts resulting from the work you are doing to develop your organisation. Please explain these here.
- **Q27: How will you measure the impact of your grant?** - How do you intend to measure the impact of this funding? This might include setting key performance indicators at the beginning of the project, running surveys, focus groups, external evaluation, etc. Please note that our partnerships managers are prepared to work with you to determine the best way to measure the impact of the grant.
- **Q28: What is the total cost of the project?** - Please enter the total cost of the project, including core costs related to your project. We ask you to submit a project budget, which breaks down all of your costs by year. Please ensure the total cost of your budget matches the figure you enter here.
- **Q29: We are making grants of up to £30,000 over two years. How much would you like to apply for?** Please enter the amount you are requesting from the Berkeley Foundation without any commas or currency signs. This is the total amount requested over the full funding period (maximum of up to £30,000, over two years).
- **Q30: How will you cover any shortfall?** - Please enter the total amount of funding you have already secured for this project, and your plans to cover any shortfall. This might include pledged or received grants from other funders, and your organisation's financial contribution to the project. You will be asked to list this funding in your budget; please ensure your figures match.
- **Q31: Sharing what we learn through our work in order to influence wider policy and practice has been a key focus of the Foundation. A learning programme, consisting of at least two workshops a year and biannual one to one calls with our partnerships managers, will provide space for our partners to share, reflect and develop their work. Do you have the capacity to be part of the collective learning from the programme?** Through this question, we are looking to understand if you are able to commit to the learning programme and resource the project accordingly.
- **Q32: In what other ways, beyond funding, could the Berkeley Foundation and wider Berkeley Group support your organisation?** We want our charity partnerships to be about more than just funding. The Berkeley Group has over 2,500 members of staff who may be able to assist your organisation with volunteering, mentoring and skill sharing. Please let us know how we might provide further support to your organisation. We are open to discussing this further down the line.

Step 5 – Supporting documentation

Please ensure you have your supporting documents ready to submit at the end of the online application. You will not be able to submit your application until you have uploaded your supporting documents. Your application will not be assessed until all supporting information is received:

- **Project budget** - We encourage full cost recovery models and will fund core costs as a percentage of overall project costs. For example, remember to include staff time and office costs if relevant. These can be worked out as a proportion of the overall costs.

Please ensure that your budget also includes a breakdown of expenditure by year. As a reminder, you can apply for up to £30,000 over two years.

Your total expenditure figure should match your total income figure. If you have not yet secured 100% funding for the project, you should demonstrate where you think the remaining funding will come from and label the status as 'pending'. An example budget is provided in the funding guidelines, and at the end of this document.

- **Up to date management accounts** – Please submit your latest management accounts showing cash in bank, and profit and loss. Your management accounts should cover the period between your most recent published accounts and the month in which you are applying for funding. This may include your draft statutory accounts.
- **Business plan/strategy document/evidence of your future plans for the charity** – Please submit any documents that highlight your future plans for the charity. If you are in the process of drafting a new strategy, please submit your current strategy and a cover letter explaining your direction of travel. If you are applying specifically for support with the strategy/development process itself, please include this in your cover letter.
- **Up to date safeguarding policy** – Your safeguarding policy is an important part of protecting young people. This should cover the steps that your organisation will take to keep children and young people safe, what to do when there are concerns about a child's safety or wellbeing and how your staff and volunteers respond to concerns.

Budget template

Example Budget Template:

<u>Income</u>	<u>Amount (£)</u>	<u>Status</u>
Own reserves	5,000	Approved
Joe Bloggs Foundation	15,000	Pledged
Berkeley Foundation	36,965	Pending
Total Income	56,965	

<u>Expenditure</u>	<u>Year 1 Amount (£)</u>	<u>Year 2 Amount (£)</u>
Programme Costs (100%)		
Trainer @ x days/week	12,240	12,560
Training	1,500	1,000
Recruitment	2,000	
Staff expenses	1,000	1,000
Refreshments for workshops	1,000	1,000
Materials for workshops	2,000	1,500
Marketing costs	2,500	1,600
Total Programme Costs (£)	22,240	18,660
Other Costs		
Chief Executive @x%	1,860	1,500
Administration support @x%	3,360	3,445
Office & premises overheads @x%	2,300	3,600
Total Other Costs (£)	7,520	8,545
Annual Expenditure (£)	29,760	27,250
Total Expenditure (£)	56,965	