INVEST GRANT STAGE 1 APPLICATION FORM GUIDANCE NOTES
June 2018

Please refer to these guidance notes before starting your online application form for a grant from Lloyds Bank Foundation for England and Wales. The notes are designed to help ensure you have the all the information you'll need to apply and avoid duplication of information or unnecessary work.

If you have any difficulties using the form, are unclear about the questions or the information you need to provide or wish to provide any general feedback, please contact us at: **enquiries@lloydsbankfoundation.org.uk.** We will aim to provide a response within three working days.

A note on language
We know that charities use different terms for the people they work with such as 'clients' or 'service users'. In our application form and guidance notes we have used the terms 'users' and 'beneficiaries'.

Some charities will be asking us to fund all their work, some a service, programme, project or activity. In our application form and guidance notes we have used the terms 'work' and 'activity' to cover all of these.

A note on core costs
Where you are applying for core costs (for example: administration, IT, HR, insurance, management, utilities, rent) rather than activities costs it can be difficult to attribute outcomes directly to the request for funding. In this case please focus on your charity's overall objectives and outcomes, and how these will be supported through funding its core costs. If the core costs can be attributed to a particular activity within the charity please use the objectives and outcomes for this activity.

A note on word limits
The online application has word limits for each section, which are shown on the screen. This reflects the amount of information we expect you to provide but do not feel you have to reach the limit if you can answer the question with fewer words. The text box will allow you to insert more text than the limit but a message will be provided before you move onto the next section if you have exceeded the limit.

1. Your Charity

Charity Number – the registered number of your charity

Charity Name – the name of your charity as it appears on the Charity Commission Register

What is the main issue that your charity addresses?

We support charities working with people who are facing a number of complex social issues. Please identify from the below list the main issue that your charity is seeking to address. If you seeking core funding for your organisation the main issue is likely to reflect your overall charitable mission.

Social Issue	People the work supports
Domestic abuse	**People who have experienced abuse:** • Domestic abuse: an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence; **Perpetrators:** • People who have systematically abused another person to gain power or control in a domestic or intimate relationship.
Sexual abuse and exploitation	**People who have experienced sexual abuse and exploitation:** • Sexual violence • honour-based violence; • female genital mutilation; • adults who experience trauma from sexual exploitation in their childhood; • people who have been groomed; • people who have been sexually exploited online; • people involved in sex work where it has a significant adverse impact on their lives.
Mental health	**Our funding supports charities with a strong track record of working with:** People who are managing mental health problems resulting in **significant disruption** to everyday living or in

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| | recovery from an episode of such problems occurring in the last two years.

This includes people managing conditions such as depression, schizophrenia or eating disorders. It does not include neurological conditions such as dementia or acquired brain injuries.

As we want to support people who are most affected by this complex social issue, it is likely that the people you are supporting will be experiencing enduring mental health problems and will have received a clinical diagnosis.

We are particularly interested in receiving applications from specialist mental health providers, working to address a gap in statutory provision.

Questions your assessor may ask include:
- How are the people you support significantly affected in their everyday living?
- What % of the people you support have a clinical diagnosis
- Where do your referrals come from?
- What gap(s) in statutory provision are you addressing/ filling? |
|---|---|
| **Homelessness/ vulnerably housed** | **Our funding supports charities with a strong track record of working with:**

People with no accommodation; living in temporary, overcrowded accommodation; or who are vulnerably housed where there is a high risk of becoming homeless.

We do not generally fund short-term emergency accommodation e.g. winter shelters. |
| **Offending, prison or community service** | People with a history of offending which **significantly** impacts on everyday life; rehabilitation of and prevention of reoffending for people with a custodial or community service sentence.

Questions your assessor may ask include:

- Where do your referrals comes from?
- How do you engage with the probation service, Community Rehabilitation Companies, and other |

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	organisations supporting people with a history of offending? • What is your track record of achieving positive outcomes from people with a history of offending? How do you track/ measure this?
Care leavers	People who are currently managing the transition from having spent time in *care* as a child. Such *care* could be in foster *care*, residential *care*, or other arrangements.
Learning disability	People who have a learning disability that **significantly impacts** on their lives. We are particularly interested in supporting charities who work with people with learning disabilities who are also affected by other complex social issues (e.g. mental health, domestic abuse and/ or exploitation) and offer support for their service users' range of needs. We would also like to receive applications from charities supporting those who are managing the transition from residential or family care to independent living. You will need to be able to clearly demonstrate that your work allows people with a learning disability to achieve positive outcomes, such as medium to long term employment or into independent living. Questions your assessor will ask you may ask include: • What is your track record of delivering the stated positive outcomes e.g. moving people with a learning disability into employment or independent living? • What are the range of complex social issues that your service users are affected by, and what support to you offer them to address these?
Dependency on alcohol, drugs, substances and/or gambling	People whose lives are **significantly affected** by their dependency on, for example, alcohol, drugs, substances and gambling. Your work will involve working directly with the individual with the dependency and may also include working with their families.
Trafficking and modern slavery	People who have been trafficked or forced against their will into labour or marriage.

Young parents	Parents under the age of 21 whose lives are significantly adversely affected (e.g. their health, education, finances and/or opportunities) by parenthood.
Asylum seekers and refugees	People who are asylum seekers or have been granted refugee status in the last two years. Questions your assessor will ask you may include: • What proportion of your service users are asylum seekers or refugees? • Of the refugees you work with, what proportion have had their asylum granted in the last two years? • How do you support your service users beyond the decision on their application? • If your services include advice provision, do you have, or are you working towards, OISC accreditation? • What partnerships do you have in place with other service providers?

What are the main linked issues that your charity or service addresses?

Please identify here the two secondary issues that your charity or service will address while supporting people to address the main issue. For example, your main aim may be to support people experiencing homelessness, but in doing so you may also provide mental health and addiction support.

Please provide a brief history and background of your charity

Please provide a short summary which covers: when your charity started; what your charity does, including its purpose and aims; who your users are.

What are your charity's main activities?

We fund organisations working with people who are experiencing complex social issues resulting in a significant impact on their lives. Applicants will need to demonstrate:

• They work with individuals in depth
• The work is person centred, holistic and targeted on the people that you are seeking to support.
• A journey of change towards a positive outcome/s

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Please tell us more about what your charity currently does. What are your main activities? Who are they for? How frequently do they take place? What catchment area do the people you support come from?

Number of Trustees/paid staff/volunteers

Please complete the boxes to tell us the number of full time (35+ hours per week) and part time employees you have, as well as the number of active and regular volunteers and Trustees.

What policies do you have in place?

It is important to let us know that you are taking appropriate steps to protect the people you work with. Some charities are required to have more policies and checks in place than others. The most common of these are listed; please tick the policies that your charity has in place. During the application process you may be asked for copies of certain policies.

Please list any professional quality marks, charter marks, affiliations or memberships held

Please provide details of any current, external quality marks or accreditations that your charity holds. This might include, PQASSO, Advice Quality Standard, Legal Services Quality Mark, FCA Registered, BACP Registered. During the application process we may ask to see your certificates.

Your Finances

Please provide figures for the following years. Figures relating to 'last year' should correspond with your most recent signed accounts. Depending on your financial year this is likely to fit with one of the below timeframes:

LAST YEAR – These are you most recent signed accounts (either by an auditor or independent reviewer). This is likely to be for one of the following periods:
Jan   2016 - Dec 2016
April 2016 - March 2017
Sep   2016 - Aug 2017

CURRENT YEAR – Please provide figures for the financial year following your most recent signed accounts. **It is possible that the period covered has just completed.**
Jan   2017 - Dec 2017
April 2017 - March 2018
Sep   2017 - Aug 2018

NEXT YEAR – This is a forecast for the next 12 months. **It is possible that the period covered may just have started.**
Jan   2018 - Dec 2018
April 2018 - March 2019
Sep   2018 - Aug 2019

Uploading of accounts:
Please upload copies of accounts/projections for the two years following the period most recently available on the Charity Commission Register, i.e. the 'current year' and 'next year' outlined above.

Example:
- Your most recently published accounts available on the Charity Commission Register are for the period April 2016 -March 2017.

- The accounts for the period April 2017- March 2018 are yet to be completed but a draft set of accounts or a projected set of accounts should be available and should be attached to your application.

- For the period April 2018-March 2019 you will need to provide a forecast of your expected income and expenditure. This should cover grant funding or contract income already secured for the period, what additional income you expect to raise or secure and your expected level of reserves.

Please provide key information regarding your future financial position.
Tell us about your financial situation since your last accounts were published on the Charity Commission Register website.

We would like to know your financial history and your plans over at least the next two years. The information that you provide may vary, depending on the point you are at in your financial year (see above).

Please note: If your accounts are overdue we may consider this as grounds for rejecting your application.

2. Your funding request
Please describe the purpose of the grant you are requesting
Please provide a short description of what the grant will support in terms of activities, projects or core costs.

Example: The grant will help fund our programme of activities to support asylum seekers recently arrived in the UK to become settled. The support will include ESOL classes, legal advice and assistance with education, housing,

establishing support networks and signposting and referrals to other services. There is a particular focus on support for families with young children and older people.

Please tell us what difference the grant will make to beneficiaries?

Please describe how our grant will directly or contribute towards making a difference to the people you support. Please provide information on the number of people supported, the length of support provided and the type of support provided. What will it mean for the people supported? Securing accommodation/jobs/volunteering opportunities, keeping people safe/removing them from harm; etc.

How much are you requesting from us?

Please provide a breakdown of the funding you are requesting from us for each year towards each budget heading. You can choose up to five budget areas.

Please describe what the grant will fund.

Please provide a short description of what the grant you are applying for will be spent on. E.g. Salaries, heat and light, rent, travel costs, activity costs. Please read our Eligibility Criteria on our website regarding costs we will NOT fund.

When do you want the funding to start?

Please provide a date when the proposed work will start delivering to users. Where the work is ongoing please write 'ongoing work' and add a date when you want the funding to begin.