

Women's Vote Centenary Grant Scheme - Large Grant Fund Round 1

Application form

FOR GUIDANCE ONLY. Please apply online at
<https://www.womensvotecentenaryfund.co.uk/>

Section One - About your Organisation

1. What is the legal name of your organisation?

This should be the same name as specified in your governing document.

2. If your organisation has a name it uses on a day to day basis that differs from the legal name of your organisation please tell us here.

Some organisations use a different name for their day to day activities, for example an abbreviated version of their legal name or trading name. Leave this section blank if this does not apply to you.

3. What is the main/registered address of your organisation?

4. How would you describe your organisation?

We are interested in what type of organisations are applying for this funding. Please select the option that is closest to how you would describe your organisation.

- Voluntary/Community Group
- Cultural or arts organisation
- Heritage organisation
- Sports organisation
- Faith-based organisation, including places of worship
- College or University
- Trade union
- Other

5. Please give a short description of your organisation and its day to day work and your track record in delivering the types of activities for which you are seeking funding. (400 word limit)

6. What is the legal status of your organisation?

You should select the option that applies to your organisation. If more than one option applies, please select multiple options. Please also tell us your registration number, if applicable, in the box provided.

- Charity registered with the Charity Commission

Select this option if your organisation is a registered charity, charitable trust, charitable company or charitable incorporated organisation.

- Company registered with Companies House

Select this option if your organisation is a registered social enterprise, company with charitable aims or community interest company.

- Community Benefit Society or Co-operative Society

Select this option if your organisation is a Community Benefit Society or Co-operative Society and is registered with the Financial Conduct Authority.

- Trade union

Select this option if your organisation satisfies the statutory definition of a trade union.

- College or university

Select this option if your organisation is a further education college or university. Please provide your registration number.

- Other legal status

Select this option if you do not fit any of the categories above

7. What is your organisation's annual income?

Tell us the approximate total income of your organisation at the end of your last financial year. For most organisations this will be your income during the year ending 31 March 2017.

If you are a new organisation, please put £0.

Section Two – Your Project Partnership

Only complete this section if you are applying as a partnership.

The organisation listed in section one of your application must be willing to take on full responsibility for the grant terms and conditions and manage the grant funds on behalf of the partnership.

Tell us who is in your partnership and give a brief description of their role.

Organisation name	Role in partnership (30 word limit each line)

Please tick this box to confirm you will have a terms of reference or partnership agreement in place before you start your project.

Section Three – About your activities and who they are for

1. What would you like to do? (750 word limit)

Please set out as clearly as possible what it is you would like to do. It may help you to explain what you’re doing by giving us an overview of your project and then setting out each element of your project separately.

2. Which Women’s Vote Centenary Grant Scheme objectives will your project meet?

- EDUCATE: To increase young people’s knowledge of UK democracy and its importance, and increase their democratic participation.
- PARTICIPATE: To aspire to achieve gender parity in local and national politics by the centenary of the Equal Franchise Act by 2028.
- CELEBRATE: To increase national awareness and mark 100 years since women got the right to vote.

All projects must clearly contribute to either or both EDUCATE and PARTICIPATE, and may optionally meet the CELEBRATE objective as well.

3. How will your project contribute to these objectives? (350 word limit)

Please explain how you will do this, and be clear which objectives you are aiming towards.

4. Please tell us how your project will contribute to a lasting legacy for the centenary. (300 word limit)

This is a one-time opportunity to contribute to the lasting legacy of the centenary. Please describe the impact you expect your project to achieve.

5. Please tell us what group of people your project will target. (200 word limit)

Your project must be aimed at women (for the PARTICIPATE objective) or young people (for the EDUCATE objective). The CELEBRATE objective can target all groups. We will prioritise projects that are aimed at women and/or young people who are underrepresented such as from lower socio-economic groups, people who are BME, LGBT and/or living with a disability. Please tell us which particular groups of women and/or young people you will be working with.

5. Why have you chosen this group of people, and how have you involved them in planning your project? (200 word limit)

Tell us how your project will meet the needs and interests of this group.

6. Please tell us what you will do to make sure that your project will effectively reach this group of people, and how they will find out about it. (250 word limit)

You should include what you would need to consider around recruitment methods, timing and location of activities, accessibility, support needs etc.

7. How many people do you expect to take part? (100 word limit)

Please tell us how many people you think will attend or take part in your activities. If you do not know, please provide an approximate figure.

8. Where will your activities take place? (100 word limit)

If your activities are taking place at multiple locations, please list them here.

- a. Please tell us the local authorities where your activities will take place.
- b. Please tell us the Parliamentary constituencies within which your activities will take place.

You must enter 1 Local Authority and 1 Parliamentary Constituency but there is the option to enter up to 5 of each if you are working across multiple Local Authorities/Parliamentary Constituencies.

The UK Parliament runs a helpful website where you find constituency information: parliament.uk/mps-lords-and-offices/mps/

Enter your postcode here: <http://www.parliament.uk/mps-lords-and-offices/mps/?sort=1> to find out your constituency.

Section Four – Project Management

1. Tell us about your proposed project delivery arrangements including how the project will be managed. (300 word limit)

You should include in your answer:

- How the project will be delivered
- Management arrangements (including partnership management, governance monitoring and reporting)
- Who will be accountable
- Who will have day to day responsibility

2. How do you plan to evaluate and share the learning from your project? (300 word limit)

You should describe your evaluation approach to capture the learning from your project and include how you will measure:

- How many people you engaged with and which target groups they were from.
- How wide was your reach (media coverage etc.)
- Did people increase their knowledge or involvement (participant satisfaction/feedback form)

You should also identify how you will share this learning, with whom and what you expect the benefits or outcomes to be.

Section Five – Project Budget

Please check the following:

- The 'total cost' in your budget breakdown cannot be greater than the total cost of your project, and must be less than £250,000
- The 'amount from us' in your budget breakdown cannot be greater than the grant applied for, and must be no more than £125,000 and no less than £30,000
- The total grant applied for + funding from other sources is equal to the total project cost

1. What is the total cost of your project?

The total project cost cannot be more than £250,000 as the Women's Vote Centenary Grant Scheme should be the majority funder.

2. How much grant are you applying for?

Round 1 of the Women’s Vote Centenary Grant Scheme Large Grants Fund is for grants up to a maximum of £125,000.

3. Please tell us what you will spend the money on.

Please complete this form with your project budget. Where possible you should aggregate budget items under the headings provided and try to limit the number of new headings you insert.

Only include VAT in this table if you can’t recover it from HM Revenue and Customs.

Costs	Total cost	Amount from us
Revenue		
Salaries, NI and pensions		
Freelance fees		
Travel, expenses and volunteer costs		
Accommodation and utilities		
Other, please specify:		
Other, please specify:		
Other , please specify:		
Overheads		
Staff		
Other, please specify:		
Other, please specify:		

4. Do you have funding from other sources?

5. If your budget includes funding from other sources, please tell us where this will come from and if it is secured.

Please include in-kind contributions such as goods and services that you will get for free, and tell us their approximate monetary value.

Source	Amount	Is this secured?	Is this in-kind?

Section Six - Planning

1. When will you start your activities?

2. When will you complete your activities?

This is the first of two bidding rounds for large project funding in 2018 so for this round all projects must start by 30 April 2018 and be complete by 31 December 2018. This is because we would expect that projects funded through this round will run for the majority of the year and be in a position to make a prompt start.

2. Please tell us the key project deliverables you will use to keep track of your progress.

You should include the key deliverables along your project timeline such as key events or blocks of activity. We will use this information to determine the timing of your grant funding. You need to ensure the amount of grant you are asking for is split accordingly across your deliverables and the total matches the amount you are requesting.

Please see the guidance for further information on what to include here.

20% of your grant will be paid as a start-up payment once your grant agreement is signed. This has been automatically calculated in the start-up deliverable below.

Please check that the total cost (amount from us) of your deliverables matches the total grant applied for in Section 5.

Key deliverable / Milestone	Description (50 word limit)	Start Date	End Date	Amount from us (£)
Start Up				

3. What planning has already taken place and what is left to do before your project is ready to start? (300 word limit)

Projects must be ready to start by 30 April. Please tell us about what you'll need to do to start by this date.

Section Seven - Bank Details

Applicants must have a bank account that matches the applicant organisation name.

Please provide the bank account number and sort code into which you want the grant to be paid (if you are successful).

Please double check that the sort code and account numbers are correct as errors may mean that your grant payment is delayed.

Name of Account Holder:

Bank / Building Society Name:

Sort Code: (6 digits – e.g. 123456)

Account Number: (e.g. 12345678)

Roll Number: (if applicable)

It is a requirement that your bank account has at least two unrelated signatories.
Please confirm below that you meet this requirement.

Please provide us with a copy of a recent (i.e. dated within the past three months) bank statement for this account.

Bank account has at least two unrelated signatories

Section Eight - Equalities Monitoring

Please tell us about the people you think will benefit from your project. This should be the same people you've told us about in section two of your application. If you do not

know exactly, then please provide an estimate. We are defining 'mostly' as more than half.

1. Will your activities mostly benefit people from a particular ethnic background?

Asian

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background

Black/African/Caribbean/Black UK

- African
- Caribbean
- Any other Black/African/Caribbean background

Gypsy/Roma/Traveller

- Gypsy or Traveller
- Roma

Mixed/multiple ethnic background

- Yes
- No

White

- English/Scottish/Northern Irish/Welsh/UK Irish
- Any other white background

Other ethnic group

- Please detail:

2. Will your activities mostly benefit people from a particular age group?

Yes / No

- Under 16 years
- 16-30 years

- 31-64 years
- Over 65 years

3. Will your activities mostly benefit people who have a disability?

- Yes
- No

4. Will your activities mostly benefit people of a particular religion or belief?

Yes / No

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No religion

5. Will your activities mostly be targeted at people of a particular gender?

Yes / No

- Men
- Women
- People whose gender identity is different to the one they were recorded at birth

5. Will your activities mostly be targeted at people who identify as lesbian, gay, bisexual or Trans?

- Yes
- No

Section Nine - Contact Information

Main contact

[We will contact this person if we have any questions or require further information about your application or activities.](#)

Title:

First name:

Surname:

Position in organisation:

Phone number:

Email address:

Responsible person

This should be a different person to the main contact and someone who has a senior role within your organisation.

If you are a charity or community group it should be one of your trustees or committee members. If you are a registered company it should be one of your directors. If you are a trade union, college or university it should be someone in a leadership role.

Title:

First name:

Surname:

Position in organisation:

Phone number:

Email address:

Section Ten - Declaration

This should be completed by the responsible person on behalf of the applicant, please ensure that you have obtained permission to do so.

Tick the boxes below to confirm that:

You are authorised by your organisation's governing body to submit this application and agree to the terms and conditions of the grant.

All of the information provided is accurate and true to your knowledge, and you will notify us if anything changes.

You understand that the personal data you have provided will only be used under the terms of the Data Protection Act.

If information about this application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy.

Please also tick to confirm that you have provided:

A copy of a recent bank statement (less than three months old).

Declaration Signature

Name:

Position:

Date: