



# The Edward Gostling Foundation

Enhancing Quality of Life for People in Need

## GUIDANCE FOR PREPARING A CAPITAL GRANT APPLICATION

We accept applications for funding of up to £250,000 for major capital projects that will cost at least £1M and support our commitment to creating new and sustainable capacity that will transform lives and bring about a step change in the way care is delivered. Capital projects are defined as the construction and fitting out of new buildings and/or extensions to existing buildings.

Details of who can apply and what we do not fund can be found on our website.

Grants vary depending on the size and scope of the project however we prefer to be part of a consortium of grant makers and we will never fund an entire project. We recommend you have at least 50% of the project's funding secured before applying to us.

We only accept applications where planning consent has already been granted and, if necessary, listed building consent. Please do not apply if these are not in place.

Please note we only accept applications submitted online through our website-based application process.

There is no standard form to use for applications under the Capital Grants Programme and applicants are required to prepare their own free form application which must include all the information requested under the various headings below. Once you have completed your document, this should then be uploaded as part of your online application at Section C.

### Headings and Information Required:-

#### 1. About Your Charity

Provide a brief summary of the work you do, including who you help, the impact on them and how this fits with EGF's Vision and enables one or more of our '4 life themes' to be met. The paragraph should be clear and concise and should avoid the use of too many statistics, many of which we will know already.

#### 2. Summary Of Work to be Funded

We need to know what you are seeking funding for, including the total cost of the work, the shortfall and the amount of funding you are seeking from EGF.

You should include information on how the project meets our commitment to build sustainable capacity and transform lives. Tell us why you have decided the work is needed, the impact you want it to achieve and why you need to achieve it. If it is not possible to explain the proposal in the space of one page, the more detailed and complex issues, e.g. information relevant to a large building project such as ownership status, cost plan, programme/timeline, architect plans, planning documents, etc. can be included in an appendix to provide further detail. The use of graphs and tables can often convey the message more effectively and in less time than narrative. If you are unsure about anything we recommend that you speak to our team prior to making your application.

### **3. Options**

Mention all the options that were considered and explain why the preferred option was chosen. Identify the key decision-making criteria and note how each option performs against those criteria. Use a table and/or chart if this helps communicate the point.

### **4. Impact Assessment:**

We wish to understand the experience within the organisation and require some information on the need for the work and your organisation's ability to successfully deliver and sustain it. In essence, we want you to demonstrate that the work you currently do is successful and show what impact it has on the people being supported and the wider community. Give a brief description of your organisation's track record.

You should also explain how the work you are planning to do will enhance this. Detail the additional impact that your organisation is seeking to achieve from the work and state what would happen if you did not raise the funding and were unable to do the work. If the implications of the proposal are complex, include appendices to provide further detail.

One or two case histories as an appendix (if you are permitted and have the necessary authority to provide these under data protection regulations) may also help in demonstrating the impact of your work.

In this section you should also tell us how many people directly benefit from the existing activities or services provided by your organisation and how many additional people will benefit if funding for the planned work is successful. If there are indirect beneficiaries, these should be identified separately.

You will also need to explain how your application is aligned to the agreed strategic and business plans approved by your Board of Trustees and outline what KPI's and/or reporting back to the Board or Board Committees will occur during and after implementation of the work to measure success.

### **5. Other Funding Applications**

In this section you should summarise, in table format, what funding you have achieved to date towards the project and the source of that funding. Please provide specific details of other organisations that have been approached and for how much, together with a note of the status of that approach.

Please also say whether you will be allocating funds from your organisation's reserves.

### **6. Reserves Policy**

Please provide details of your reserves policy including the current amount of free and designated reserves available for use after deducting restricted reserves and fixed assets for the charities own use.

You must clearly identify the work that designated reserves has been set aside for and when this work is expected to be complete.

### **7. Other Financial Considerations**

Provide a summary of the financial implications of the proposed work detailing whether it will result in increased running costs for your organisation and, if so, how you plan to raise the additional funding you will require.

Include as an appendix a detailed budget cash flow from the current financial year through to at least 10 years post completion of the work.

## **8. Contingency Plan**

Explain your Plan B and how you will address any shortfall in income if funding was not awarded, e.g. the use of reserves, programme delay, cost reductions, design changes, etc.

## **9. Risk Analysis**

Provide a summary of the major risks associated with the proposal and explain how these risks will be managed. This information may be presented in a table format (see below) but if complex, it should be included as an appendix to provide more detail.

<b>Identified risk</b>	<b>Risk likelihood</b>	<b>Impact of risk</b>	<b>Mitigation Strategy</b>

## **10. Safeguarding**

You need to provide a copy of your Safeguarding Policy as part of your application and disclose any recent adverse issues.

## **11. Appendices**

Appendices need to be clearly labelled so the reader knows what the document is without having to trace it back through the text. Where there are multiple appendices, an index should be included as a coversheet to them.