**New Beginnings Round Two   
– all the questions in the expression of interest and the application form**

* This document is not the application form.
* It contains the ‘expression of interest’ questions so you can think about your expression of interest in advance.
* It also contains the ‘full application’ questions that you will be invited to complete if your planned activities are a good match for the New Beginnings fund

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| Expression of interest questions |
| Name of your organisation |
| Address line 1 |
| Town/city |
| Postcode |
| County |
| Telephone |
| Email |
| Website |
| Facebook Page |
| Twitter Handle |
| Which local authority will the activity take place in? |
| **Main contact person (These are the details that will be used for correspondence purposes)** |
| Title |
| Forename/s |
| Surname |
| Role |
| Telephone |
| Email |

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| **What type of organisation are you?  (select all that apply)** |  |
| A registered charity | Open to any registered UK charity; Charitable Incorporated Organisations; companies limited by guarantee; not for profit registered Community Interest Companies; Constituted community and voluntary sector organisations (you must have a minimum of three unrelated committee members) with a registered bank account   Non-constituted groups or collectives can apply. They should apply in partnership with an eligible organisation. The eligible organisation must be part of delivering the project. The eligible organisation must manage the grant. |
| (if yes please supply number) |
| Company limited by guarantee |
| (if yes please supply number) |
| Charitable Incorporated Organisations |
| (if yes please supply number) |
| Unincorporated club or association |
| Community interest company? |
| Other |
| If other, please specify |
| Are you part of a larger regional or national organisation? |
| Organisation's annual income for past financial year |  |
| Please provide a description of your proposed New Beginnings project. |  |
| Please tell us about the people involved in your project, let us know if your group is led or staffed by refugees and asylum seekers. If you have run similar projects before tell us about their impact.  Explain why you are confident that your experience will make the project succeed. | This is about your organisation’s track record. If you are new to delivering this type of work, tell us about skills your group has that will make the project a success. You can also give examples of successful similar projects done by different groups. If you have delivered projects successfully in the past, tell us what was achieved. Please also tell us about any partners that you intend to work with. |
| Primary - age group. Please indicate the age group that best reflects the majority of your users. |  |

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| **Full application questions** |  |
| Organisation start date - month | Give us the date (month and year) that your group was set up or formally established. |
| Organisation start date - year |
| Organisation's annual expenditure for past financial year |  |
| Current Free Reserves | Free reserves is the money that is freely available for general purposes.   We will assess free reserves on a case by case basis. Although we do not impose a limit, if an applicant organisation has more than 8 months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding. If your group is holding significant financial reserves you will need to make it clear why these reserves cannot be used to cover the cost of the activity. |
| Organisation annual income for past financial year |  |
| **Staffing and volunteers - how many of each of the following are involved in the organisation?** |  |
| Full time staff / workers | We need to know more about how your group is managed i.e. the structure. Please tell us if you have any staff, full-time or part-time. How many people are on your management committee (we recommend this is a minimum of 4).  To be eligible you will need to have a minimum of 3 unrelated committee members |
| Part time staff / workers |
| Management committee |
| Volunteers (excluding management committee) |
| Referee to be Contacted by CF |  |
| Title |  |
| First Name |  |
| Last Name |  |
| Organisation |  |
| Position |  |
| Street |  |
| Town/City |  |
| County |  |
| Postcode |  |
| E-mail |  |
| Telephone (day) |  |
| Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides | Please tell us about your group’s aims and objectives. Give a short description of what your group does at the moment (usually found in your governing documents). |
| To help us understand the difference you make please tell us how you have helped an individual in the past and the change your organisation has made to their life. | Please provide a case study of a person whose life has been considerably enhanced by your project or group .  This should include:  - The demonstration of need - The difference made to the life of the person - A quote from the person NB If you are a new organisation please tell us. We do not expect you to have previous examples. This will not affect the success of your application. |
| We always welcome photographs that demonstrate the impact of a project; if you have a relevant picture of your previous work, please upload this below. |  |
| Project name | Does your project have an overall project name, if so please enter it here. |
| Project funding / start date | The funding period is 12 months |
| Project funding / end date |
| Please explain why refugees and asylum seekers need your organisation? i.e. Has there been a recent increase in demand for services? What evidence have you collected to demonstrate this need? | For example Local Authority statistics and evidence you have collected such as evaluation forms, emails from users, user surveys. |
| How will you spend this grant to address the need and create opportunities? | Please describe your project /activity and how it meets the grant criteria. Please also tell us what you need the money for. For example if you are planning to buy equipment tell us what you want to buy and what benefit it will have. |
| Tell us how you plan to bring refugees and asylum seekers together with other people in the local community. | Please tell us whether you are using tried and tested methods of engagement or new methods. If you are using new methods please explain why you think they will work.  How will you ensure that you are reaching new people? If you are successful you will be asked how you have increased participation, including how many volunteers and service users were new to you as a result of this funding. |
| What additional value will the grant bring to your existing activities? Please give details of the activities, service enhancements or outcomes that would not occur without the provision of this grant. |  |
| What difference will this grant made to your beneficiaries and the wider community? | Please explain what will change for whom? Explain your expected outcomes. An 'outcome' is the benefits or changes that will happen as a result of your work i.e. the impact your work is having. |
| Please tell us how you will measure and report on the outcomes you expect to achieve? | You might have informal discussions with users, do questionnaires, gather people in one place, do interviews and arrange discussion groups. You need to tell us how you will monitor and report on this project through the life of the grant. For example we suggest you keep a log of users of your services, participants on your courses, enquiries you deal with etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives. |
| Will the work continue beyond the life of this grant? If so, please indicate what you will do to make your work more sustainable (future funding applications, income generation ideas, etc.). What funding have you have secured or need to secure to deliver it? | Please explain how you will fund your project if it is to continue after this grant |
| Select the primary outcome that best reflects the aims of your project or activity. | You will be asked to report on these outcomes at the end of this programme  **Maximise ability to strengthen community cohesion and build social capacity**  **Promote reduction of isolation and disadvantage and access to local services** |
| **How many people will benefit from this funding?** | We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period. |
| People benefiting directly | People who will directly benefit from project activity and are typically involved on a one-to-one or group basis. |
| Volunteers benefiting | Unpaid People who will work with and/or support the project |
| Primary - nationality. Please indicate the country that best reflects where the majority of your users are from. | Picklist. Please select one nationality that best reflects the majority of the users of this facility or service. |
| Secondary - nationalities. Please list any other countries that the people you help are from |  |
| Primary - age group. Please indicate the age group that best reflects the majority of your users. | Picklist. We are interested in knowing which Age groups would benefit from this grant. |
| Secondary - age group. Please list any other age groups of the people you help |  |
| Please indicate the gender of those that will benefit from this grant | We realise that you cannot give exact figures but please estimate as accurately as possible.  If you are unsure please enter 50/50 |
| How much money are you applying to us for? | Please enter the amount you are requesting from us - up to £10,000. |
| Budget breakdown summary (Inc. VAT) | Please provide a breakdown of: -staff costs – requested amount and total costs -volunteer costs – requested amount and total costs -operational/activity costs – requested amount and total costs  -capital / equipment costs – requested amount and total costs  -publicity costs – requested amount and total costs  -other costs – requested amount and total costs |
| Please tick this box to confirm that, if your application is successful, you are willing to take part in, where appropriate, in any publicity activities. |  |
| Supporting documents you will need to upload: A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)   * A copy of your most recent annual accounts * A photocopy of a bank statement no more than 3 months old * Copies of your safeguarding (if you will be working with children or vulnerable adults) and equal opportunities policies, if you need support with this we suggest seeking guidance from the Safe Network http://www.safenetwork.org.uk/resources/Pages/policies\_and\_procedures.aspx * A list of the names and addresses of your management committee   If you do not have the required documents we will still consider your application. Please upload a note explaining what you need support with.  Please clearly label each document with a name and a short description of what it is. | |