



Faith in Action Grants

Guidance on completing the application form

The application form is online, using Microsoft Forms. However, if you would prefer an electronic pdf or paper form, this can be sent via email or post.

Before you apply

Please consider contacting the Faith in Action team before you apply. We can support you with your application and may be able to help with your action even if you are not granted funding at this time. Please email the Faith in Action inbox (faithinaction@quaker.org.uk) or let a Faith in Action coordinator know you are applying.

Scan through this guidance and the application form and prepare your answers in a word document. The online form will not save your responses, so you may want to save these elsewhere. Depending on the nature of your project and the amount of money you are applying for, your application may involve asking for a supporting letter from a local or area meeting, sharing evidence of discernment processes or sharing information about other funding you have applied for or secured, this can take some time to gather and prepare (see notes about definitions at the end of this document).

Specific notes for each section of the form

Please refer to these notes as you respond to the questions on the form.

Section 1 – Contact Details

These details are for your name and contact details as the person responsible for dealing with this application. You are the person who we will correspond with and who is responsible for ensuring appropriate reporting. You can apply as a group, this can be added in Question 2, if applicable.

Section 2 – Application Details

Please give specific costs, if possible, as to how the money you apply for will be spent.

Please refer to the [Faith in Action Grants description and criteria document](#) (link) to help you answer this question. As limited funds are available, we will only consider projects that meet the eligibility criteria. There is a list of examples and suggestions of activities that might be funded, as well as a list of what is likely to be prioritised. You may want to work with a Faith in Action coordinator to support you with this section of your application.

Section 3 – Quaker Connections

Here is the opportunity to briefly name your Quaker community, or to explain your involvement with Quakers. Please also describe any financial support from individual Quakers, your meeting, other meetings or Quaker organisations. We may be able to advise you on other sources of funds.

In advance of applying, you may want to ask someone to be your supporting Friend or named person as a representative of your Quaker community. Having this contact helps us to transfer money quickly – whether it is to a personal bank account or preferably into an account registered

with the charity commission in Britain. It is also, in general, a good way to get some pastoral support or to feel upheld in your actions in your local area.

Section 4 – Financial Details

Collecting this data at this stage helps to ensure a quick transfer of money, if your application is successful. However, if you would prefer to wait until you know the outcome of your application, please leave this section blank.

Section 5 – Personal Data Consent

We must ask for your consent to proceed with and process your data.

Section 6 – Reporting

Successful beneficiaries are expected to write a short report on the funded activities within a year of the grant being received (or if appropriate, another timeframe to be agreed as part of the decision making process).

We are also open to receiving videos, photos and qualitative feedback. If your event or project lends itself to gathering quantitative feedback, please consider in advance how you might collect this and what permissions will be needed for photography or filming.

Please make all relevant parties aware that stories and images about your project may feature in Quake!, the Faith in Action Newsletter or other Quakers in Britain publications or social media.

Definitions

Concern – an idea or prompting by the Spirit that leads a Quaker to take on an issue or action as a gift from God. The Friend will probably bring their concern to their business meeting to be [tested](#), that is to see if it is a true 'concern' or whether it is a leading, which could still turn into a '[concern](#)'!

Testing a concern – a process of deliberation by a local or area meeting to examine whether a Friend's [concern](#) has religious validity and should be promoted and supported by that meeting.

Meeting for clearness – meeting of a group of experienced and knowledgeable Friends to help in the amicable settlement of disputes or to help Friends find clarity about a matter. It can be a useful stage of testing a concern or getting support.

Minutes – these are the record of the proceedings of a business meeting written by the [clerk](#) or [convener](#) of that meeting. Quaker minutes are written and agreed as the meeting proceeds with its business.

Quaker Peace and Social Witness (QPSW) – the central peace and service department of British Friends at Quakers in Britain. It represents Quakers at national level on issues of peace and social justice. QPSW facilitates dialogue to build greater understanding of these issues, supports Friends to take action and disseminates outcomes, resources and ideas. [QPSW](#) works with Quaker and other partners to put this understanding into action on a variety of projects within Britain and around the world.

Priorities that have been corporately discerned – Quakers make decisions at local, area or [yearly meetings](#). At the national, yearly decision-making events, and at the meetings of representatives, previously known as [Meeting for Sufferings](#). Quaker minutes are written and agreed as the meeting proceeds with its business. These minutes are considered to have been corporately discerned.