



Quaker Peace  
& Social Witness

## QPSW Relief Grants 2017

### Guidance on completing the Application Form

The application form is supplied as an electronic form (.pdf) that can be downloaded from the BYM website and completed in your browser using the freely available Adobe Reader.

#### Prerequisite

Although it is in common use, we recognise that you may not use **Adobe Reader** as your preferred pdf reader but it is required for us to most efficiently and accurately deal with your application and process the data on your form.

The latest version of **Adobe Reader** is available for install at: <http://get.adobe.com/reader/>

Further detailed instructions are available in the document *Setting up to download Grants Group Application Forms*.

With the form downloaded you can complete it in your browser or directly in Adobe Reader as you wish. You can save your responses and return to the form later at any time.

#### Specific Notes

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

##### 1. Questions 1 & 2

Please create a reference code for the project. This should consist of 3–6 letters that will be used to ensure that we deal efficiently with your application. You might, for example, choose the first 6 letters of the project name or an abbreviation of the project name, but please avoid using words that might be common to other applicants (e.g. 'PEACE', 'RELIEF', 'QPSW'). You will be asked to identify all documents associated with your application using this reference code and it is helpful if you use the reference code in the subject line of all e-mails relating to your application.

Add the name of the country in which your project will be providing relief. We will use your project name in any formal communications relating to grants. If the name includes an abbreviation or acronym it is helpful if that can be spelled out.

##### 2. Question 3

Please enter the name(s) of the meeting(s) supporting your application. The minute(s) as supplied by the clerk should be submitted alongside this form (see also note 16).

### 3. Questions 4–10

These details are for your name and contact details as the Quaker responsible for dealing with this application and who is signing it. You are the person who we will correspond with and who is responsible for ensuring appropriate reporting.

### 4. Question 11

Here is the opportunity to explain your involvement in the project as the Quaker Link and to describe any wider support from individual Quakers, your meeting, other meetings or Quaker organisations. We will normally assume that you are acting as an individual but if you are acting as the formally appointed representative of a Quaker meeting or group it is important that you make this clear here.

### 5. Length of responses [Questions 54, 55 & 56]

It is helpful in considering your application if your longer responses to questions are concise and fit in the box provided on the form. If it is **necessary** to give us more information than will fit in the space provided then put the most important information here and make it clear that there is a continuation using the space available in Questions 54 –56.

### 6. Questions 12–18

In this section please give details of the main contact for the project administration.

### 7. Questions 19 & 20

Please indicate how the project is managed and governed. For example, whether there is a board of trustees or a managing committee. If the project is a registered charity please give details.

### 8. Questions 22 & 23

Please use only the space provided to give concise responses. These will be expanded upon in later questions.

### 9. Question 24

You may find it helpful to refer to the introductory document *QPSW Relief Grants 2017* that indicates grant purposes and limitations in drafting your response in this section. If this is an existing project you should attach a recent report to this application (see also note 16) and refer to it here.

### 10. Question 25

You may find it helpful to refer to the introductory document *QPSW Relief Grants 2017* that indicates the scale of available grants in drafting your response in this section. If a formal project budget is available you should attach it to this application (see also note 16) and refer to it here.

### 11. Questions 26 & 27

Aspects of project sustainability are an important element in considering applications. It is recognised that at an early stage some elements may be aspirational. It is nonetheless

important to indicate the way in which such matters have been considered in development of the project.

## 12. Question 28

If this is an existing project you should attach a copy of the latest summary accounts to this application (see also note 16) and refer to it here.

## 13. Questions 29 & 30

Please note the normal maximum grant allocations available (see *QPSW Relief Grants 2017*). Enter the figure requested for 2017. Indicate clearly whether this is a one-off request or whether this is first of what may be up to three annual requests. **Note that one-off grants may be somewhat larger but that future requests will be regarded as a new application unless you have indicated an intention here.**

## 14. Questions 31–52

If there is an existing bank account (or accounts) into which any grant allocated may be paid please give details here. Note that type of account and its location will affect appropriateness of Sort code / Swift code / IBAN as alternatives. The contact person is likely to be the financial administrator or treasurer of the project but should be a signatory to the account.

## 15. Question 53

The Finance Department at Friends House has considerable experience in transferring funds to projects overseas. We will do our best to aid efficient and economic processes. Advice is available.

## 16. Sections D & E and form submission

You will have several documents to submit in addition to this form.

These **must** include minute(s) of support and **may** include further background or publicity material for the project, project budget, report and summary accounts for an existing project. It is preferable if each of these is in pdf format but text documents may be submitted in Word format (.doc or .docx) if necessary. Financial documents may be submitted as Excel files (.xls or .xlsx) if necessary but please ensure that summary pages can be viewed/printed easily in A4 format.

**It is important** that you rename each of the files that you are submitting with this application to start with the Reference Code that you have created for the project (See note 1).

**List the filenames that you are submitting with this application in Section D.**

Now sign (by typing your name) and add the date into Section E.

**Save your application form** – Click on the Save button to Save a copy of your submission before sending. Select a filename that starts with your Reference Code (see note 1) and a location that you can easily access when e-mailing an attachment. Some browsers default to a download directory that is difficult to navigate to when trying to access the saved PDF. You should have a Documents folder or Desktop location to save to that is easily accessible.

**Submit** your application by e-mail with the subject line containing your Reference Code (see note 1) and the word 'application'. Attach your saved application form and the other files listed in Section D and send to: [grants@quaker.org.uk](mailto:grants@quaker.org.uk)