# **QPSW Sustainability & New Economy Grants**

**Application form**

**Filling in the form**

Thank you for applying for a QPSW Sustainability & New Economy grant. Before filling in this application form, please make sure that that you have read the ‘guidance notes’, available at [www.quaker.org.uk/sustainabilitygrants](http://www.quaker.org.uk/sustainabilitygrants) including the ‘note for clerks’ contained within it.

We also recommend that before you apply you contact Maya Williams at QPSW to discuss your project. We can answer questions you have about the grants or application process, and can provide support with the development of your ideas into project plans.

Please fill in this application form and email or post it back. If you are writing on Word, the text boxes should expand as you write. Please send us additional supporting documents if that is useful.

Please ensure you return this application form to Maya Williams by **3 October 2017**.

**Contact:**

Maya Williams, QPSW Economic, Sustainability and Peace Network Coordinator

Phone 020 7663 1056, email [mayaw@quaker.org.uk](mailto:mayaw@quaker.org.uk)

QPSW, Friends House, 173 Euston Road, London NW1 2BJ

**Application process**

* You can submit an application at any point up until **3 October 2017**, when applications will close.
* All applications must be made on a fully completed application form, though further supporting material can be included. Applications need to be accompanied by a minute of support from the appropriate local or area meeting (for more information see the ‘guidance notes’ available at [www.quaker.org.uk/sustainabilitygrants](http://www.quaker.org.uk/sustainabilitygrants).).
* Although the project need not be Quaker-led (and collaborative projects are encouraged), applications need a main applicant and a supporting applicant who are both members or attenders of the same local or area meeting.
* Applications also need to be signed by the appropriate local or area meeting clerk. Please see the ‘notes for clerks’ section in the ‘guidance notes’ for more detail.
* Applications are generally considered once a year only.
* Applicants will be informed as to whether they have been successful or unsuccessful by the end of **December 2017**. The money will be distributed to successful applicants by **January 2018**. Final decisions on awarding grants are made by the QPSW Economics, Sustainability and Peace sub-committee.

**Section A: Contact Details**

**Main Applicant**

Name

Address

Postcode

Telephone

E-mail

Which meeting (local or area) is applying for this grant?

**Supporting applicant**

Name

Address

Postcode

Telephone

E-mail

Member or attender of which meeting

**Section B: Your Project**

**A one line description of your project**

**What do you want to do?**

We fund projects focused on building sustainability and the new economy, please use this section do describe your project. We expect a minimum of 300 words for this section, but please include as much detail as you think would be useful. The following questions may be helpful in thinking what information to include in this section.

* What will your project involve?
* What are you trying to achieve?
* What activities or outputs are involved?
* Is this project new or a continuation of something already started?
* Who is involved in the project?
* How long with your project last?

**Why do you want to do it?**

We are looking to fund projects that help Quakers to live out their faith through action in the world. Please use the following points to help you answer this question

* How does your project connect to your Quaker faith and the faith of your meeting?
* How is your project part of Quaker witness in the world?
* What concerns are driving you and your meeting?
* Have you identified a particular need?

**What do you hope the impact of your project will be?**

We want to fund projects that will create change. Please tell us what change you hope to bring about as a result of your project, and who you hope to reach.

**How will your local or area meeting be involved?**

We fund projects that are run by Quakers, or that Quakers are involved in. Please can you explain the connection between the project and the local or area meeting?

* Is it an entirely Quaker run project?
* Is it a project that individual Friends in your local or area meeting are involved in?
* Is it a project that your local or area meeting is partnering with or building connections with?
* Has the project or support for the project been taken to your local or area business meeting already?

**Has the project been financially supported by your local or area meeting?**

As we have a small pot of money, we want to make sure that the projects we fund really need the money. We understand that local or area meetings may not be in a position to fund projects, but would like to know if you have investigated this. To help us make our decision it would be useful to know:

* Has the project been considered for financial support by the local or area meeting?
* If the local or area meeting has decided not to fund the project, why not?

**Does the project already exist (please tick)?**

Yes

      No

If yes, please provide brief details on what has happened so far. If you have a recent report for the project, please enclose it.

If the project is a registered charity please provide brief details on the charity’s work, and the charity’s registration number:

**Section C: Finances**

**How much are you requesting as a QPSW Sustainability & New Economy Grant?**

Please note; we will fund a minimum of £100 and a maximum of £2000

**How do you plan to spend the money?**

We want to fund projects that are cost effective. Please provide a breakdown of costs for different items involved in your project - for example materials, equipment, travel costs, publications and promotion, or staff costs.

Would the QPSW grant cover the full cost of the project? If not, have you secured alternative funding? Please give details of any additional secured funding, or how you would plan to fund the full funding for the rest of the project. Are there any risks foreseen?

**Accounts**

Please enclose a copy of the local/area meetings most recent audited or examined accounts.

If these are more than 12 months old or not available for any reason, please send us recent management accounts or some other indication of the current financial position of the area meeting.

Please describe below what you are including:

If the project you are applying on behalf of is not a project of the Quaker meeting please tell us something about the group that will be running the project.

Useful information would include:

* Website
* The group’s purpose and way of working
* Information about the type of group (e.g. charity, social enterprise etc.)Recent accounts
* A report or summary of recent activity

Please use the space below to describe what you are attaching to the application**.**

Please provide details of the account into which the grant would be paid if your application is successful.

Name and Address of Bank

Name of Account

Sort Code

Account Number

Names of signatories

**Section D: Declaration**

I, \_     \_\_\_\_\_\_\_\_\_\_\_(name of contact person) apply for a QPSW Sustainability grant in

respect of      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of project)

Signed      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of contact person) Date      \_\_\_\_\_\_\_\_\_\_\_\_

This application is supported by

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supporting applicant name) \_     \_\_\_\_\_\_\_\_\_\_\_\_\_(Signed)

     \_\_\_\_\_\_\_\_\_ (Date)

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Clerk name) \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signed)

     \_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

On behalf of      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of your local or area meeting)

**Checklist**

Essentials

     A response to every question on the form

     The form signed and dated by the applicant, supporting applicant and clerk

     A minute from the supporting meeting/s- signed by clerk/s

     Recent accounts from the local or area meeting

     Relevant information from the project (if it is not a Quaker led project)

Optional enclosures – Please tick the enclosures you are sending with this form.

     Additional information to supplement answers

     Existing publicity material for the project and or further background material

     A recent report- for an existing organisation/project

     Letters of support, including financial support

     Other (please state)

You are advised to keep a copy of this completed form for your records.