



QPSW Simmons Grants 2016

Guidance on completing the Application Form



Quaker Peace
& Social Witness

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 will be helpful if you use the reference code in the subject line of all e-mails relating to your application.

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. Questions 3–9

These details are for your name and contact details as the person 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.

3. Question 10

Here is the opportunity to explain any formal Quaker involvement in the project you might also describe any wider support from individual Quakers, your meeting, other meetings or Quaker organisations. You will list any attached supporting documents later, in Section E, but they should be named and described here.

4. Length of responses [Question 43]

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, make it clear here that there is a continuation and then use the space available in Questions 43 for additional information.

5. Questions 11–13

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.

6. Questions 14 & 15

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

7. Question 16 & 17

You may find it helpful to refer to the introductory document which describes QPSW Simmons Grants in drafting your responses. If this is an existing project you should attach a recent report to this application and refer to it in your response to Question 16. Similarly, if a formal project budget is available you should attach it to this application and refer to it in your response to Question 17. Any attachments will also be listed in Section E.

8. Question 18 & 19

If this is an existing project you should attach a copy of the latest summary accounts to this application and refer to it here. Such attachments will also be listed in Section E.

Please note the normal maximum grant allocations available that are outlined the introductory document *QPSW Simmons Grants 2016*. Enter the figure requested for 2016.

9. Questions 20–41

If there is an existing project 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. Grants will not normally be paid into individual private accounts.

10. Question 42

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.

11. Sections E & F and form submission

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

These **might** include minute(s) of support, 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 E.

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

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 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 E and send to: grants@quaker.org.uk