

# Women and Girls Fund

## Expression of Interest - Question by Question Guidance

We will be hosting two drop-in support sessions on 23<sup>rd</sup> October and 30<sup>th</sup> October at our offices (Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN).

There is no need to make an appointment, please drop in any time between 11am-3pm.

## Contact information

**Question a)** – Please give the name and contact details of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and any successful project award.

**Question b)** – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

**Both of the contacts provided must be either on your management committee (Unincorporated Associations) or a Board Member/senior member of staff (organisations).**

## About your organisation

**Question 1)** – Please provide your organisation's name.

**Question 2)** – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

**Question 3)** – Please give your organisation's turnover for the last full financial year.

**Question 4)** – Please tell us how your organisation is constituted, for example:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

**Question 5)** – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Associations (community groups) will not have an organisation number.

**Questions 6)** – Please provide links to your organisation's website and social media accounts (if applicable)

**Question 7)** - We expect all organisations to have relevant policies in place at the time of application. Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please refer to page 6 of the guidance.

Please note that you will need to submit copies of the following documents along with your application if you are working with children or adults at risk of harm:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

**Question 8)** – Please give your project a memorable name. This helps us identify the project should your application be successful.

**Question 9)** – Please tell us which priority your project most focuses on by checking the appropriate box

**Question 10)** – Please give a brief description of the project that sums up what you plan to do

**Question 11)** – Please use simple language to tell us how women and girls will benefit from this project. It should be clear how these benefits link to the priorities of the fund chosen in question 9.

**Question 12)** – Please give your proposed project start and finish dates. The end delivery date is the latest projects can finish, projects can finish anytime within the delivery period.

**Question 13)** – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick 'Salford city-wide'. See the map below showing Salford's new ward boundaries

**Question 14)** – Please give an accurate breakdown of your project costs by describing each item. You'll need to research some prices or obtain quotes (i.e. you can't just guess the costs). Please break down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

#### Example 1

**Acceptable:** Venue hire – 4hrs/wk @ £10ph x 10 weeks = £400

**Not acceptable:** Venue hire – £400

#### Example 2

**Acceptable:** Refreshments @ £1.50/person x 10 people x 10 events = £150

**Not acceptable:** Refreshments = £150

#### Example 3

**Acceptable:** T-shirts @ £10 each x 15 = £150 + £5 delivery = £155

**Not acceptable:** T-shirts = £155

**If other money is being used to support this project:**

If you have other sources of money, it might be you're only looking for a contribution to certain costs (see the example below).

Description of item	Breakdown of calculations	Item cost	Amount requested
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Venue Hire	4 hours per week @ £10ph x 10 weeks	£400	£250
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Full cost = £400

Amount requested = £250

Amount from alternative sources = £150 (e.g. an annual raffle)

Therefore, the total cost of the project may be more than the amount you're requesting from this fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending (see example below). Such match funding is desirable but not essential.