Supporting Information Guidance

The documents required by the Association to support an application depend on how much grant funding you are requesting and what it is for. In summary:

	Application Type	What's Needed
All Applicants: Financial Information	Sum requested up to £15k	Most recent annual financial statements
	Sum requested over £15k	Last two years annual financial statements and an 18 month forecast
	All applicants	Bank statements: statement for every account held as listed in application. Balances to agree with amount disclosed. Include portfolio valuation if investments held.
Applications for purchase of items, services and contributions to projects	Cost per item up to £20k	2 quotes
	Cost per item over £20k	3 quotes
		NB. To clarify, if requesting a grant of £30k for 3 items costing £22k, £5k and £3k, we need 3 quotes for the first item and 2 for each of the others.
Applications for Staff Costs	Staff Costs	Job description

Further Information

Applications for staff costs

A copy of the role profile or job description will be needed and can be uploaded. We fully support the recruitment of professional staff within the sector but we ask you to explain your rationale for employing someone for the role, as opposed to filling it with a volunteer or shared resource. We also expect you to specify how you will measure the success, or otherwise, of the position.

If you are successful in receiving a grant, payment will be conditional upon sight of the relevant employment contract. Employment contracts should not be uploaded to the grant portal at application stage.

Applications for equipment, services and small projects (less than £50,000)

We need to see quotes from third parties to determine whether the amount you are requesting is reasonable for the item, service or project. Details are as above. The quotes are per item and assume applications are for a small number of items. Provide quotes for any significant item in the request. Trivial additional costs do not have to be supported by quotes.

We recognise that some specialist items or services are not widely available and it's not possible to get the number of quotes required. That's fine - you can tell us so on the application and explain what you have done to check that the cost is reasonable.

You don't have to accept the lowest quote – but if you don't, we need to understand why. Maybe you have a preferred supplier or a reliable contractor, just say so on your application.

Applications for contributions to large projects (more than £50,000)

We will expect you to upload a proposal for the project explaining its rationale, the way it will be managed operationally and what financial and budgetary controls you will implement. You will also need to specify the outcomes expected and a timeframe for assessing the success or otherwise of the project.

If you can provide competitive quotes, you should do so. If not, tell us how you determined that the cost was reasonable. Maybe you undertook a tender process or if you are undertaking a construction project, appointed a quantity surveyor to assess the quote. We don't usually ask to see the documentation if the approach seems reasonable.

Financial statements

All applicants must upload financial statements – see above for the exact requirements. We look at these as part of our governance review to ensure they are prepared on a timely and consistent basis and as part of our review of your finances.

Financial statements do not have to be audited but should contain evidence that they have been reviewed and approved by the governors. If the latest financial statements are only in draft, you can upload them as they stand and submit the signed version at a later stage.

Financial forecast

If you are requesting more than £15,000, we will require a forecast of your income and expenses for the 18-month period from the date of your application.

How do I upload documents?

As you go through the online application process, you will be prompted to tell us whether you want to answer questions on screen or upload a document. Just tick the box that applies to you. Based on your selections, the system will allow you to upload documents in the right place.

You can upload all common document formats including PDF, Word and Excel plus images. If you are uploading financial forecasts or similar, we recommend using excel so that we can review the figures more easily than on a PDF. Make sure you name your upload files clearly – the system will prevent you from uploading a whole series of documents called 'grant application', for example.

If your quotes are one page each, you could upload them as one document. If they are 20 pages each, you can help us by uploading them separately.

What if I upload the wrong document or no documents at all?

The system will not let you submit an application without any attachments.

You can delete or rename an uploaded document to remove or correct it before you submit your application. After that, you will have to contact us and ask us to delete it for you. If during the review process we realise that the documents you have uploaded are not what is required, we will send the application back to you for revisions and you can remove and replace the incorrect uploads.