

## Berkeley Foundation Resilience Fund 2022/23

### Application Guidance Notes

The Berkeley Foundation's Resilience Fund will be open to applications between Monday 11 July 2022 – Monday 31 October 2022.

These application guidance notes are intended to help you understand what we look for in an application, and support you through the process of applying for a grant.

#### Online application form

We ask all organisations to apply online via the Berkeley Foundation website - <http://www.berkeleyfoundation.org.uk/grants>.

We suggest that you draft your responses before starting the online application, as the form will need to be completed in one sitting.

If you have difficulties accessing the online form, please contact us at [info@berkeleyfoundation.org.uk](mailto:info@berkeleyfoundation.org.uk) and we will be happy to explore alternative ways for you to submit your application.

#### Supporting information

All applicants are asked to submit a project budget at the end of the online application form. An example budget is provided at the end of this document.

#### Before you apply

please familiarise yourself with the eligibility criteria and **funding guidelines**, as we can only fund organisations that meet all eligibility criteria and have applied in line with the guidelines.

**Please aim to respond to the questions in a clear and straightforward manner. We encourage you to limit your answers to a maximum of 300 words for each question.**

### Top Tips!

**Focus your ask** – aim to do one thing well rather than trying to achieve lots of different things

**Draft in advance** – use our [Word document](#) to draft your responses before completing the online application in one sitting

**Provide evidence** – a case for support is always stronger with evidence

**Think ahead** – tell us about the transformative impact that this funding could have for your organisation

**Be realistic** – include a well-developed and realistic budget

**Make sure you are ready** – take some time to reflect on your organisational needs and your capacity to deliver organisational development work. We've listed some tools in the Fund guidelines that can help you with this.

## Step-by-step guidance on completing the application form

### Step 1 – Eligibility check

Please begin by completing our eligibility check. If you are eligible to apply for funding, you will automatically be invited to complete a full application.

### Step 2 – Personal and organisation details

- **Q1 – 8: Contact details** - These should be the contact details of the person responsible for the application. They should be in a position to provide further information on the proposal if needed.
- **Q9: Organisation name** - This should be your organisation's legal name, as it appears on your governing documents, bank account and Charity Commission register. If you are applying on behalf of a partnership, please choose a lead organisation.
- **Q10: Organisation type - Registered Charity / Community Interest Company (CIC)** – Please select your organisation type from the drop down menu.
- **Q11: Website** - Please enter your organisation's web address.
- **Q12 – 13: Charity/Company number** - If you are a registered charity, please enter your charity number as it appears on the Charity Commission website. If you are a community interest company, or have a company number, please enter it here. You must complete at least one of these questions in order to be eligible for funding.
- **Q14: Where do you deliver your charitable work?** – Please select the area(s) in which your charitable work is delivered. We are not able to fund organisations that do not operate in at least one of these areas.
- **Q15: What was your turnover in the last financial year (£)?** – Please enter your total income from the previous financial year as it appears in your most recent published accounts, without any commas or currency signs. We are not able to fund organisations whose income is under £100,000, or over £1.5m.

### Step 3 – About your project

- **Q16: Why does your organisation need this funding?** – We will be looking for evidence that your organisation has a clear resilience need that aligns with our building blocks. Please explain the organisational need that you want to address and how it has been identified. For example, if you have completed a SWOT analysis or have identified an area for development in your business planning, please tell us about it here. What impact is it having on your organisation and why do you need to address it? Can you provide any evidence to support this need?

- **Q17: How will you use this funding?** - Please tell us what work you will carry out with this funding. What is your plan and how does it fit within your organisation's wider strategy or future plans?
- **Q18: Which of the following 'resilience building blocks' does this work aim to address?** – Please select the building blocks you are working towards through this project. You will be asked to provide more detail on these in Q19.
- **Q19: How will your organisation be more resilient as a result of this work?** – We will be looking to understand the impact that this work will have on your organisation and how you will be more resilient as a result. Please refer to the resilience building blocks you selected in Q18 and tell us what this funding will enable you to achieve.
- **Q20: How will you measure the impact of your grant?** – Please outline some of the ways in which you plan to measure the success of your project. Are there some key performance indicators that will help you to measure impact? Are surveys and focus groups relevant to your project? Please note that we are not expecting you to present a full evaluation plan at this stage. Our partnerships managers will work with successful organisations to determine the best way to measure the impact of the grant.
- **Q21: What is the total cost of the project?** - Please enter the total cost of the project, including core costs related to your project. We ask you to submit a project budget, which breaks down all of your costs by year. Please ensure the total cost of your budget matches the figure you enter here.
- **Q22: We are making grants of up to £30,000 over two years. How much would you like to apply for?** Please enter the amount you are requesting from the Berkeley Foundation without any commas or currency signs. This is the total amount requested over the full funding period (maximum of up to £30,000, over two years).

### **Step 3 – About your organisation**

- **Q23: Please introduce your organisation – tell us what you do, why you exist and what impact you are having** – What is your story? We want to learn all about your work, why you do what you do and the difference you are making.
- **Q24: What specific activities do you deliver to support young people from Black and Minoritised communities with their mental health and wellbeing, and what proportion of your overall work does this represent?** – We will prioritise funding for organisations working with young people from Black and Minoritised communities at key transition points in their lives. Please tell us about the young people you work with and the specific activities you deliver to support them with their mental health and wellbeing. Where possible, you might consider including:
  - evidence of local need; and
  - evidence of impact.

Please also tell us whether these activities form a small part of your overall work, or whether they are the main focus of your organisation.

- **Q25: How do the young people and communities you serve contribute to the design and delivery of your work and the leadership and direction of your organisation?** - Please tell us how you support young people to be involved in the design and delivery of your work. We would also like to know how young people and the communities you serve contribute towards the leadership and direction of your organisation. Specific examples will be helpful here.
- **Q26: Is your organisation led by people from Black and Minoritised communities?** – We will prioritise funding for organisations that are led by people from Black and Minoritised communities.
  - If a minimum of 70% of trustees and at least 51% of senior staff are from a Black, Asian or Minority Ethnic background, please select **‘Yes’**
  - If less than 70% of trustees and less than 51% of senior staff are from a Black, Asian or Minority Ethnic background, please select **‘No’**

#### **Step 5 – Supporting documents**

We ask you to submit a project budget at the end of the online application. Please have this ready to upload as you will not be able to submit your application until your budget has been attached.

**Project budget** - We encourage full cost recovery models and will fund core costs as a percentage of overall project costs. For example, you can include staff time and office costs if relevant. These can be worked out as a proportion of the overall project costs. We will fund core costs at a maximum of 20% of the overall project costs.

Please ensure that your budget also includes a breakdown of expenditure by year. As a reminder, you can apply for up to £30,000 over two years.

Your total expenditure figure should match your total income figure. If you have not yet secured 100% funding for the project, you should demonstrate where you think the remaining funding will come from and label the status as ‘pending’. An example budget is provided at the end of this document.

**Please note that we are unable to fund more than 20% of your overall turnover in any one year.**

Shortlisted organisations will be asked to submit additional information at a later date. This will include:

- Up to date management accounts; and
- An up to date safeguarding policy.

Further information will be provided to shortlisted applicants in due course.

## Example Budget

### JOE BLOGGS CHARITY – Strategic development & IT project

PROJECT INCOME				
Income source	Year 1 (£)	Year 2 (£)	Total (£)	Status
Joe Bloggs Foundation	5,000	-	5,000	Confirmed
Berkeley Foundation	15,000	12,861	27,861	Pending
Own reserves	1,637	-	1,637	Confirmed
<b>Total Projected Income</b>	<b>21,637</b>	<b>12,861</b>	<b>34,498</b>	

PROJECT EXPENDITURE				
Expenditure	Description	Year 1 (£)	Year 2 (£)	Total (£)
<b>Direct costs</b>				
<b>Salary Costs</b> - MD additional time for strategy	0.5 day uplift between Jan – May 2023 @ £40.3/hr	2,313	-	2,313
<b>Salary Costs</b> - BDD additional time for strategy development & implementation	0.5 days a week - 12 months * £39.9/hr	6,867	-	6,867
<b>Salary Costs</b> - backfill FD time for IT project	0.5 day a week 21 months * £28.4/hr	4,882	3,661	8,543
<b>Consultancy Costs</b> - Strategic and Governance review	4 days * £500 / day	2,000	-	2,000
<b>Service costs</b> – IT upgrade project	£8,000 budget	2,000	6,000	8,000
<b>Service costs</b> – Staff training	£2,277 budget	2,277	-	2,277
<b>Total direct costs (£)</b>		<b>20,339</b>	<b>9,661</b>	<b>30,000</b>
<b>Core costs</b>				
Administration support @ 5%	Admin support towards strategy development	1,016	483	1,499
Office and premises overheads @ 10%		2,033	966	2,999
<b>Total core costs (£)</b>		<b>3,049</b>	<b>1,449</b>	<b>4,498</b>
<b>Total Expenditure (£)</b>		<b>23,388</b>	<b>11,110</b>	<b>34,498</b>