

# APPLICATION for BEARR Trust Small Grants Scheme 2019

## GUIDELINES & TIPS

### 1. Contact details and basic information

#### 1.1 NAME of NGO:

Please give the full, official name of your organisation.

*What if the applicant is not an NGO?*

The BEARR Trust will not accept applications from individuals, unregistered volunteer groups, universities or schools. We will only accept applications from registered charities, NGOs, associations etc.

#### 1.2 Contact details: (address, phone number)

Please name the country, city or village, street and house number, office number, and include the phone number of the person responsible for the application (or the organisation's general office number).

#### 1.3 and 1.4 NAME, position and EMAIL of the person submitting the application:

This does not have to be the director of the organisation. If you are selected for a grant, this person will be our main point of contact for all paperwork, reporting etc., so it should be the person with direct responsibility for the project.

#### 1.4 Website: (organisation's website, facebook, twitter if available)

You do not have to have a website or social media presence, but if you do – please include the links here. Please do not include personal Facebook pages.

### 2. Overview of the NGO

#### 2.1 A brief description of the organisation, its mission and objectives

Please be brief. There is no need to send your registration documents with the application.

#### 2.2 Brief details of any partner organisation, its mission and objectives

You do not have to have a partner for the project, but it is an advantage. If you have a partner, please briefly describe your partner and add a link to your partner's website (if available).

### 3. Project description

#### 3.1 NAME of the project:

Please think of a short (up to 10 words) name for the project.

#### 3.2 Objectives, short and long term

Please describe what you are trying to achieve with your project in the short term and the long term.

### 3.3 Brief description of the activities to be supported

Please describe what are you planning to do, for whom (target audience), how many beneficiaries you are planning to reach, etc.

**Your application will not be considered if you do not describe the activities under the project.** It is not enough to describe the problem you are trying to solve. We need to know what **exactly** you are going to do within this project.

### 3.4 What is original or innovative about the proposed project?

This section is not mandatory, but it helps if you can explain what is special about your project and why you think it is original and innovative.

### 3.5 How does this work fit with the organisation's current activities, and how does it meet the aims of the Scheme?

Please explain whether the proposed activities are new to your organisation, or something you have prior experience in doing. Include how your project addresses the Small Grants Scheme's topic.

**Your application will not be considered if it does not match the Scheme's topic.**

## 4. Monitoring and assessment

### 4.1 The outcomes you forecast

Please explain what you are trying to achieve. What will change if the project is funded and implemented? These can be quantitative (for example, numbers of beneficiaries who receive assistance) or qualitative (for example, a change of attitude towards the issue).

### 4.2 Criteria by which you will measure achievement of outcomes

Please describe how you will measure the outcomes of your project.

## 5. Budget

**Include the proposed total project budget in Sterling**, showing (separately) the amount requested from BEARR and the contributions to be made by the applicant NGO and other partners. Below you will see **an example** of what it should look like.

### Sample budget:

	Budget line	Number of items	Cost per item	Total	Own contribution	BEARR contribution	Another funder
1	<b>Project staff</b>						
1.1	Project manager	6 months	100	600	600	0	0
2	<b>Activity #1</b>						
2.1	Publication of project flyer	1000 copies	2	2000	0	1000	1000
3	<b>Activity #2</b>						

3.1	Catering for press conference	40 people	5	200	0	200	0
	TOTALS			2800	600	1200	1000

Your project will only be considered if the amount requested from BEARR does not exceed 50% of the total project budget.

**For example:**

The total project cost is £5000. £2500 is requested from BEARR, £1000 is contributed by the applicant, £1,500 is contributed by the partner organisation.

**Indicate in your budget:**

- the number of people employed on the project and their salaries (set at local level)
- contributions from the applicant and partner organisation or any other funder (contributions from the applicant can be: office rent, utilities, office supplies that will be used for the project; time of volunteers that will work on the project; available funding from other sources that the applicant will allocate for this project)
- The budget must relate to the project activities described above

**Your application will not be considered if, in your budget:**

- 1/ BEARR's contribution is over 50% of the total project cost.
- 2/ If you request over £3000 from BEARR
- 3/ If you want to spend BEARR's contribution on buying equipment

**Important**

**Make sure your work on the application is not wasted. If your application is found to contain any of the mistakes listed below, it will not be considered by the Board of Trustees of The BEARR Trust.**

**Your application will not be considered if:**

- 1/ it exceeds 2 pages. Your application (including budget) has to fit into 2 standard pages
- 2/ it is received after the deadline
- 3/ it does not fit with the Scheme topic for this year's Small Grants Scheme
- 4/ you request a contribution from BEARR of more than £3000
- 5/ you request a contribution from BEARR that is more than 50% of the total budget
- 6/ requested funding from BEARR will be spent on purchasing equipment
- 7/ the project proposal does not include a clear description of the activities of the project
- 8/ the project proposal is not in English

**What happens to your project after submission?**

1. It is analysed according to the submission criteria (deadline, number of pages, topic, budget, language etc). If any of the submission criteria are not met, your application is considered unsuccessful.

2. If the submission criteria are met, your project gets read and rated by several trustees.
3. The best 20 projects are then shortlisted and considered by the Board of Trustees, where the winners are selected.