**Application Form for Community Investment Funding of £2,500 and above in England and / or Wales**

BAME community investment scheme

A grant scheme to enable trusted community organisations to access funding to positively engage local communities in organ donation, address myths and barriers, educate about the change in law, and increase support for organ donation among black, Asian, mixed race and minority ethnic communities and faith/belief communities

**Please refer to the following documents prior to completing your application:**

* **Scope document**
* **How to make a successful application for funding**
* **Judging criteria (ensure you are looking at the version applicable to your target area)**

**Deadline for receipt of applications is 5pm on 1 September 2019. Late applications will not be accepted.**

**Project applicants should clearly outline whether their application is for a project that will run until June 2020, October 2020 or end March 2021.**

**SECTION 1 – APPLICANT DETAILS**

* 1. **Organisation name**:

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* 1. **Main Contact**:

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| --- | --- |
| Address of Organisation |  |
| Contact Name |  |
| Position in Organisation |  |
| Contact Tel Number(s) |  |
| Email |  |
| Website  |  |
| Facebook/Twitter/Instagram username |  |
| I confirm that I am happy to be contacted by NHS Blood and Transplant about my application. |  Yes / No  |
| I confirm that I am happy to be contacted regularly by NHS Blood and Transplant as part of their communications to community stakeholders to keep them informed of their activities.[[1]](#footnote-1) |  Yes / No |

* 1. **Partners:** If you are applying on behalf of more than one organisation, please tell us why you have chosen to work more closely with this / these particular partner(s) and what track record you have of working together with them. Please list the other organisations and confirm that they have approved this application.

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**SECTION 2 – ELIGIBILITY**

1. **Status:** What type of organisation are you? (Please delete Yes / No as relevant). If you are applying with partners, please provide the following details for them too.

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| Registered Charity Yes / No Number …………………………….Company Limited Yes / No Number …………………………….Charitable Incorporated Organisation Yes / No Number …………………………….Community Interest Company Yes / No Number …………………………….Unincorporated Group Yes / No Registered Society Yes / NoOther (please specify) ……………………….…………………………..……………………… |

1. **Compliance:** Are you GDPR compliant?(Please delete Yes / No as relevant).

Are you GDPR compliant? Yes / No

Describe what steps you have taken to ensure GDPR compliance (no more than 250 words)

**SECTION 3 – CAPABILITY**

1. Short account of your previous experience in raising awareness of organ donation amongst black and Asian communities including examples of some of your biggest achievements (not more than 200 words)

**SECTION 4 – PROJECT PROPOSAL**

1. Title of project.
2. In which country do you propose the activity will take place? (Delete as appropriate).

England Wales Both England and Wales

If activity is proposed in both countries, please indicate how it will be split (not more than 50 words).

1. Please tick the time scale of your project based on the project end date

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| --- | --- |
| End June 2020 |  |
| End October 2020 |  |
| End March 2021 |  |

1. Does your project have events in October 2019 that require funding? Yes [ ]
2. Summary of proposed project (not more than 250 words).
3. Geographic area and why (not more than 100 words).

*Please note that for any projects in England, it is essential to outline how your plans for activity will contribute to raising awareness and understanding of the change in the law before it comes into place in spring 2020. Please also outline how the proposed activity builds on any activity you have previously carried out or carried out by others within the target community.*

1. Target audience and why (not more than 100 words).
2. Aims and measurable objectives.
3. Proposed plan and tactics (not more than 250 words).
4. Timescales and milestones to be achieved over the period of the project (not more than 200 words).
5. How you will evaluate the project outcomes (not more than 200 words),
6. How you will promote your project (not more than 200 words).
7. Any patient or public engagement you have carried out in the process of creating this proposal (not more than 200 words).
8. Scalability for future (no more than 200 words).

**Section 5: budget**

# What is the total cost of this project? (This should be for £2,500 or above. Applications for up to £2,499 should use the application form for projects up to £2499)

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* 1. Are you requesting funds or support from anywhere else? If so, please provide details.

* 1. Please provide detailed justification for support requested: major expense items are essential, particularly justification of salaries.
	2. Budget breakdown summary (inclusive of VAT where applicable). Please provide a full breakdown of costs**. Please note that you should only include unrecoverable VAT in your budget and this should be included in the amount requested in the appropriate budget line. The total project cost will be the value of the grant if your application is successful.**

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| **Type of Cost**e.g. staff costs, publicity, venue hire, travel, consultancy fees and management costs | **Total Project Cost**  | **Amount Requested**  | **Details / Cost Breakdown** |
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| **Total** |  |  |  |

**Section 6: declaration**

Please tick the box below to confirm that you agree

* I agree that, if I propose to use monies received from a successful bid to employ a post or contribute towards staffing costs, NHS Blood and Transplant will not undertake any employment liability for these posts. All liability remains with the applying organisation.
* I will attend regular progress meetings with NHS Blood and Transplant if requested.
* I will share learnings with other project leads if required.
* I will cooperate with reasonable requests for publicity (including social media promotion).
* I will provide quarterly progress reports and return a final report at the end of the project demonstrating the benefits delivered and performance against the expected benefits outlined in the application.
* I will demonstrate an approach to Inclusion, Equality and Diversity that is in keeping with the requirements of public bodies.
* I have effective safeguarding policies in place.
* I will be GDPR compliant

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Please tick the box below to confirm that you acknowledge, have read and accept the weighting and judging process and criteria.

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Please tick the box below to confirm that you acknowledge, have read, understood and commit to follow the procedures laid out in the NHS Blood and Transplant safeguarding guidelines for working with celebrities and VIPs.

If you are not able to tick the declarations above, please contact the organ donation marketing scheme by emailing community.funding@nhsbt.nhs.uk before submitting your application.

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| I confirm that I am a responsible person/officer (delete as appropriate), understand the declaration above and confirm the responses given in this application for are accurate.  |
| Name of applicant: |  |
| Title of applicant: |  |
| Date: |  |
| Signature of applicant: |  |

**Please send complete application forms to** **community.funding@nhsbt.nhs.uk**

**Thank you for your application.**

Ref no:

*(for official use)*

Ref no:

*(for official use)*

1. We are committed to respecting your privacy rights and will always store your information securely and confidentially. If you want to be removed from our database at any time, and no longer want to hear from us, please email marketing.comms@nhsbt.nhs.uk [↑](#footnote-ref-1)