Clarion Futures Digital Grants Programme

Template Application

For reference purposes only

Template Application

The below template provides an outline of the sections and questions you will be asked to complete as part of your grant application. We strongly encourage all prospective applicants to read through our guidance notes document and our application checklist before getting started.

> ## Important Note
>
> **This template is for information purposes only. Applications must be submitted via the Clarion Futures online grants portal (Flexi-Grant). Applicants are required to register on the system before starting an application form https://clarionfutures.flexigrant.com/login.aspx**

For support completing your online application form, queries regarding deadline, criteria and submitting your proposal can be directed to grants@clarionhg.com

Section 1: About your organisation

1.1 Organisation address details

1.2 Main contact details

1.3 Organisation type (registered charity, unincorporated club, community interest company etc.)

1.4 Relevant organisation registration number

1.5 Year organisation established

1.6 Confirmation of any affiliation with a national or regional organisation

1.7 Income from last financial year and average income from last three financial years

1.8 Details of your organisation's staff and volunteers

1.9 Organisation's aims

1.10 Previous grant awards from Clarion Futures

Section 2: About your project

2.1 Project name and summary

2.2 Project dates and duration

2.3 Local Authority area and primary postcode for where activity will be delivered

2.4 Details of Clarion housing locations or community centres that will benefit from your project

2.5 Target beneficiaries and details of the digital challenges your project seeks to address

2.6 Details of how you will engage Clarion residents in your project

2.7 An outline of why your project is needed

2.8 A description of the tasks, activities and training topics involved in delivering your project

2.9 An estimate of the number of training hours you anticipate delivering as part of your project

2.10 Information regarding the use of digital volunteers in your project

2.11 Details of how you will work with the Clarion Futures Digital Team and raise awareness of Clarion's online offer to your project participants

Section 3: Impact

3.1 The estimated number of people who will directly benefit from your activity

3.2 The estimated number of Clarion residents who will benefit from your activity

3.3 The estimated number of people who will indirectly benefit (i.e. family members)

3.4 Your anticipated project outcomes – what do you hope to achieve

3.5 How you intend to measure the success of your project

3.6 The age groups and genders of your anticipated participants

Section 4: Project Budget

4.1 Your grant amount request and project budget breakdown

4.2 Details of any equipment you are requesting funding for

4.3 Any additional funding secured for your project

4.4 Any in-kind contributions secured for your project

4.5 Project sustainability – plans for if and how the project might continue after any funding from Clarion Futures

Section 5: Supporting Documents

Document upload | A copy of your governing document

Document upload | A copy of your most recent annual accounts

Document upload | A copy of your safeguarding policies

Document upload | The names and addresses of your management committee/trustees

Document upload | A copy of your online safety policy (or confirmation you will produce an online safety policy as a condition of grant)

Document upload | A copy of your public liability insurance

Document upload | A copy of your covid-19 risk assessment (a template is provided)

Section 6: Declarations

Declaration statement

Date consent statement

Confirmation of how you heard about the grants programme.