



One Stop Community Partnership

APPLICATION GUIDE

One Stop Community Partnership Programme

Groundwork is working with One Stop Stores Ltd to administer the One Stop Community Partnership programme.

This programme is designed to create a partnership of support to groups in the community who are working to support their local communities to:

- Tackle Food Poverty
- Support the Vulnerable
- Support the Elderly
- Support low income families
- Running Youth Sports Teams
- Reducing / Recycling Waste
- Improving the Environment

One Stops Community Partnerships - if your application is successful, you will receive an initial grant of up to £1000 to support your project. Following this, the One Stop Community Team together with the Store team will work to create a long term plan of support for your group.

These Partnerships will support local good causes offering a tailored approach for every local partnership which may include, funding, volunteering support, fundraising and raising awareness for your group or organisation to name a few.

Applications will be welcomed from a wide range of organisations including: voluntary/community organisations, registered charities, schools, health bodies, Parish/Town councils, social enterprises, Community Interest Companies (**please note, CIC's must have been running for a minimum of two years and we can consider CICs limited by guarantee but not those limited by shares**), community councils, local authorities and housing organisations. Other not-for-profit organisations might also be eligible.

Businesses and 'for profit' organisations are not eligible.

Typically we would welcome applications from organisations such as ;

- Women's refuges
- Food banks
- Hospices
- Homeless charities
- Charity supporting the elderly
- Charity supporting children's activities

However, this list is not exhaustive and other organisational types will be funded.

Decisions on grant applications will be made quarterly; please see below the application cut off windows:

Applications open	Applications closes	Decision Date W/C
1st March	26th April	14th May
3rd June	26th July	13th August
2nd September	25th October	14th November
2nd December	24th January 25	3rd February 25

How to use these Help Notes

The aim of these notes is to help you complete your application form online. We will explain how to start using our online system as well as providing you with a guide to the information you must give us about your organisation. We'll also tell you why we're asking for certain information and how we use the information you give us.

These Help Notes can be read as a "stand-alone" document or you can follow the hyperlinks on the contents page to look at specific sections of the notes as you fill in your application form online.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork to discuss the type of support we can provide. You can send an email to Onestop@groundwork.org.uk to contact someone on the team.

Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, ***please save this email address*** - no-reply@pm.flexigrant.com - to your contacts or safe

list. This will prevent emails being filtered into your junk or clutter folders, where they can easily be overlooked.

Applying Online

If this is your first application you will need to create an account. Click on the New Account link to register your email address and password.

These will be your login details, and you'll need them every time you use our online application system. If you forget your password or any other part of your login details, please follow the link on the Flexi Grant homepage, which will allow you to reset this information.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- You will be logged out of your form if you don't save or navigate to another page within 2 hours, however, the system will save your work up until the point you stopped working on the form.
- Questions that have been filled out are saved, however, if you stop typing in the middle of answering a question and get logged out for inactivity, that question would need to be started again.
- The online form may work differently if you are using a computer or an Apple Mac. At the same time, it works better on certain browsers than others. If you do have any such issues please email us on Onestop@groundwork.org.uk and a member of the team will be happy to help you.
- Please note, we have received feedback that there have been accessibility issues when using tablets. Please try and complete any applications, and if you are successful, grant monitoring, on a device other than a tablet to avoid any issues.
- With any attachments, please ensure the filename contains letters and numbers only. Using special or unusual characters causes issues when accessing your application.

Hints & Tips - Telling us about yourself

- Write in clear, simple language, avoiding jargon, acronyms and abbreviation.
- Write about facts, not generalities
- Remember, there is a word limit, so focus on telling us key information
- Remember that the people who are assessing your application or making decisions do not necessarily know your local area.

Getting Started Checklist

- Have you got everything you need to complete your application form?
- Your organisation's contact details.
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association
- Details about the work that your organisation will be doing with this funding

- Your organisation location and postcode
- Your nearest One Stop store postcode (found using the store locator)

Application Form

In this section we're asking you to tell us some basic information about your organisation and what you are asking for funding for.

About your Organisation & Contacts

1.1. Contact Details

Who is the main contact for your group?

This should be a key person involved in your group. They should be able to talk about your work and provide further information if required.

It is very important to us that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

If your application is successful, the grant offer will be emailed to the main contact. If your contacts change throughout the voting period it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

Main Contact Home Address

This must be a HOME Address if your organisation is **NOT** a registered charity or a registered company, if you are NOT a public sector organisation. Please ensure that a full postcode is also provided.

Telephone Number

Please ensure that the number is correct and contains 11 digits.

Proof of Identification

As part of our grant administration checks, if your organisation is **NOT** a registered charity or a registered company, OR if you are NOT a public sector organisation, we will require the additional information from your two contacts with this application form.

If your organisation is a registered charity or a registered company, and/or if you are a public sector organisation, we DO NOT require this information from you. You may provide home addresses if you wish to do so but it is not a requirement and you may provide your organisation office address for both contacts.

If your organisation is NOT a registered charity or a registered company, OR if you are NOT a public sector organisation, we will require the following from you.

1) Home Addresses for both the Main and Alternate contacts.

2) The Main contact to provide two forms of ID in the upload fields - one for proof of name and the other for proof of address.

3) The alternate contact MUST be a Bank Account Signatory for the bank account you will use if you are successful in receiving a grant.

FORMS OF IDENTIFICATION GUIDANCE

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Proof of Name - please upload a document, such as your Current signed passport; a Current UK or EEA photocard driving licence; or Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces).

Proof of Address - please upload a document, such as a Utility bill (gas, electric - issued within the last three months, UK water bill; Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving licence (but only if not used for the name evidence).

You can take a picture of your document with your mobile phone (please ensure the detail is clearly visible and not blurry) or you can scan your document and then upload to the attachment fields.

If the main contact is not available, please provide details of an alternative person to contact

We ask for an alternative contact so that if we are unable to get in touch with the main contact, there is a second person we can contact who represents the group.

Please also ensure that the name, surname, telephone number and email address for the alternative contact is not the same as that for the main contact.

If your organisation is not a registered charity or company, or you are not a public sector organisation, your home address must be provided here.

1.2 What is the name of your organisation?

We need to know the name of your group, this should be the name of the organisation that is applying for funding and match with the information on your bank statements and governing documents i.e. constitution, Memorandum and Articles of Association etc.

1.3 What type is your organisation?

For monitoring purposes, please tell us what type your group is. If your group is a registered charity, please give your charity number/company number.

1.4 How long has your organisation been in existence?

Please select from the drop down menu the length of time that your organisation has been in existence

1.5 Please tell us about your organisation, what you do and what your aims and objectives are?

This is your chance to tell us about your organisation and what you do in your local community. Please describe what your organisation's aims and objectives are.

1.6 Organisation Governance Document

Please upload your Governance Document (This could be a Constitution, Code of Conduct, Standing Order, Memorandum and Articles of Association etc.) Please ensure that this includes a dissolution clause or equivalent.

This should be your Constitution or Memorandum of Articles if you are a community group or charity or your Code of Conduct, Standing Order or Terms of Reference if you are a council or public body.

Grant Activities

2.1 Which target group does your organisation work with

This programme is designed to create a partnership of support to groups in the community who are working with on any of the below, so please choose one:

- Tackle Food Poverty
- Support the Vulnerable
- Support the Elderly

- Support low income families
- Running Youth Sports Teams
- Reducing / Recycling Waste
- Improving the Environment

2.2 What are the aims for this project if successfully funded?

Please outline what the project plans to achieve, include how the project will impact beneficiaries and outline what difference it will make.

2.3 Is this application part of a bigger project or activity, if so please tell us more about the wider project and what you would need to achieve this?

If your application is to support part of a wider project or activity please provide us with more information about, what the wider project is and what it is hoping to achieve. Please provide details if any other organisations are part of the wider project.

2.4 How much funding are you requesting from One Stops Community Partnership? (including irrecoverable VAT)

Please note that the maximum amount of funding you can request is £1,500 and the minimum is £500. Please note, if your project is for any kind of sports kit or equipment or the purchase of any kind of vehicle and your project is funded, Tesco are likely to request that their logo and branding is included. Therefore, please include costs for these if necessary.

A Note about VAT

If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown. Click here for more information [VAT](#).

2.5 Why is the grant needed? (short info)

To help the assessment team, please tell us in a couple of sentences why this grant is needed and what it will pay for. If you are successful, we will include this on our map on the Store locator on our website.

Please note, you have 300 characters for this short summary, which includes punctuation and spaces. You will be able to give us a more detailed answer in the next question.

2.6 Please now tell us in further detail what you would like to spend your grant on.

Please tell us in detail what you would like to spend the grant on and please feel free to use headings to give a detailed grant cost.

This will be your opportunity to let us know what your grant/project will be doing and give us information to make a decision on shortlisting and funding. You do not need to provide information about the history of your organisation or previous projects you have delivered. We just want to know what you would spend a One Stop Community Partnership grant on and how your community will benefit.

Tell us the overall aim and how it will improve your local community.

Please also show us how you know your project is needed:

- What evidence of demand do you have?
- Who have you talked to about your project and what did you find out?
- Why the project is needed and how it will benefit your local community

2.7 Where is your project located?

If you are delivering a specific project at a location different to your Organisation address, please provide full address and postcode for where your project will be located.

2.8 How many people will benefit from this grant?

Please provide the number of people you directly expect to benefit as a result of this project.

2.9 Which age groups will benefit from your activities?

Your organisation may benefit several age groups in this list please select the appropriate age group categories.

2.10 What is the main type of beneficiary who will benefit from activities?

Your organisation may benefit several beneficiary groups in this list but please select the one who will benefit the most

2.11 Please provide the postcode of the One Stop store closest to your organisation?

Using the store locator link - <https://onestop.groundworkgis.org.uk/>

Please give the full postcode of the nearest One Stop store to the site of your location. You will need to note down the postcode and enter this into the application form. Please note that

the store locator will open in a new tab/window so please save any work in your application at intervals as you are going along.

In the Store Locator, please enter the postcode for your Organisation address or the address of your project location. If you have a store/s within two miles, the locator will tell you whether the store has funding currently available or not.

Please note, if funding is not currently available at your nearest store/s, unfortunately, you will not be able to apply at this time.

2.12 Have you built a relationship with your local One Stop store?

If Yes, please give a brief description below.

To increase your chances of securing funding, we would like to see that you have made contact with your local store through the Store Manager. Please note, this may improve your chances but does not guarantee that your project will be funded.

2.13 Where did you hear about us?

So we can see how our promotion of the programme is working, please select one option telling us how you found out about the One Stop Community Partnership.

Our organisation may benefit several beneficiary groups in this list but please select the one who will benefit the most. If you have selected Other, please answer question 2.13b.

2.13b If you have selected Other:

If you have selected other please state where you heard about this programme.

2.14 Are you able to provide a photo to be used across One Stop social media channels to promote your organisation?

We appreciate that not all organisations will be comfortable/able to provide a photo depending on the type of work you deliver and the beneficiaries they work with, however if it is possible please do upload a photo. These photos will be shared by TGroundwork UK with One Stop who will promote them across their social media channels.

Privacy Information

Data Protection and our responsibilities to you

In this section of the application form we are asking you to read some important information about who we are and our responsibilities around the data you provide to us. It is important that you understand how the information you submit will be used and stored by us. You need to know what to do if you believe that any of your information is commercially sensitive or confidential. We ask you to tick the box to confirm you have read and understood the Privacy Information, know your rights and how your data will be used.

Declaration

In this section we are asking you to confirm a number of statements. And by ticking the box you're signing the application form electronically on behalf of your organisation.

Before submitting your application form, please make sure you agree to the following:

- You agree to send us a short report on our spend when requested and for information and photos to be used for publicity purposes (including social media such as Facebook or Twitter) should your organisation be funded.
- You or the landowner has sufficient public liability insurance or will have before the project starts.
- You have a bank account in the name of your organisation with at least two unrelated signatories or have identified an accountable body to manage your grant.

From time to time, Groundwork would like to contact you with details of future funding opportunities, promotions, events and information on other areas of Groundwork's charitable work via email. We will only contact you for these purposes if you have provided consent. If you are happy for us to contact you about this, please tick the box below.

Good luck with your application!