



# Funding Applications

## Policy and Guidance for Applicants

*Please ensure that you always check our website  
[www.testlandssp.org](http://www.testlandssp.org) for the latest version of this document before  
submitting a funding application*

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## Introduction

TSP was founded in January 2011 as a charitable organisation based in Southampton serving the city and the needs of all our children. United in our common goal; every child, irrelevant of their starting points, deserve an opportunity and a chance to experience success, not only in school but also in life. We believe, as the Testlands Support Project (TSP) that sport and education can unite to provide exactly this.

Since the conception of the Charity, TSP has gradually expanded and is now supporting not only disadvantaged young people in Southampton and the surrounding area, but they are also offering and providing support to disadvantaged and vulnerable adults.

This guide will tell you:

- Who can apply
- How to apply
- Following up successful applications

If you have any questions please contact us by emailing [Tspgrantapp@testlands.com](mailto:Tspgrantapp@testlands.com)

The TSP Trustees have agreed the following funding priorities in line with the Charity's stated purpose and objectives:

- (A) To enhance education for young people, particularly those experiencing disadvantage or hardship.
- (B) To encourage and enable the participation of young people in activities and services that will promote their education, physical, health or social welfare from which they may otherwise be excluded due to experiencing disadvantage or hardship.
- (C) To facilitate or assist with the provision of equipment necessary for the successful delivery of activities and services that will promote education, physical, health or social welfare for predominantly, but not exclusively, young people, schools, and youth community groups and organisations.
- (D) To encourage and enable the participation of disadvantaged and vulnerable adults and associated groups in activities and services that will promote their education, physical, health or social welfare from which they may otherwise be excluded due to experiencing disadvantage or hardship.

TSP offers small grants of between £100 and £1,500 (very occasionally slightly more)

Grants will only be offered where applicants demonstrate that the use of any grant awarded will meet one or more of these priorities.

Applicants should also be aware that within Charity Law, Trustees have very wide discretion in how they choose to manage and distribute the funds TSP make available for grant giving.

Applicants need to also realise that these funds are limited. The decision of the Trustees is final.

## Who Can Apply for Funding?

### Individuals

- Are you a young person under the age of 18 years? Or a vulnerable adult?
- Do you live in Southampton or the surrounding area?
- Do you have an idea, ambition or aspiration?

### Schools

- Are you a school based in Southampton or the surrounding area?
- Do you have an idea, project, or the need for equipment or resources for your pupils?
- Can you demonstrate that the funding you need is required to support disadvantaged young people?

### Groups & Organisations

- Are you an organisation or group who works with disadvantaged young people under the age of 18 years or with disadvantaged vulnerable adults?
- Are you based or do you operate in Southampton or the surrounding area?
- Do you have an idea, project or the need for equipment or resources for your participants?

## How to Apply for Funding?

Before submitting your application for consideration, please take a look at our website [www.testlandssp.org](http://www.testlandssp.org). Here you will be able to find all the information you need to help with submitting an application, download our application form and view dates for the Trustees meetings together with relevant deadline dates for submission of applications. We aim for the application process to be as simple as possible and to avoid delays it is important that you send us all the information we require.

Each application is considered on an individual basis so it is in your interest to provide as much information as possible to support your request.

As we are a small charity we are keen to ensure that our funding is spread as widely as possible. We do not generally fund large organisations with healthy cash reserves, or where funding goes into one large central pot, we prefer to fund specific projects.

We prefer that our funds are used towards the deliverable end of a project so the money directly supports the young people and vulnerable adults that it is intended to help. Project specific applications are looked upon more favourably than those requesting funds for core costs and salaries.

The Trustees will be looking for applicants to be actively seeking funding via alternative sources i.e.: fundraising events and making applications to other prospective funders as this will maximise chances of securing the full funding required.

## Starting Off

- Think about the project/idea/trip/equipment etc. that you are requesting funding for. How will it benefit you/the community/group of young people or vulnerable adults?
- Make a list of all the things you feel should be included in your application. Keep this as a checklist to ensure that you have included everything in your application.
- Speak to relevant people involved and go through the questions on the form and make a note of the main points that answer them.
- If you are unsure how to complete the form or what information to include please send us an email to [Tspgrantapp@testlands.com](mailto:Tspgrantapp@testlands.com) and we will do our best to help you.

## Completing the Form

- You may wish to complete a draft copy of the application form in the first instance so you can include information/suggestions from other parties and ensure you are happy with it before it is sent to us.
- It is best if you can keep the application as clear and concise as possible. Try to avoid the use of jargon or if it is necessary include an explanation to ensure it is easy to understand.
- Only include the most relevant details relating to the application.
- Please ensure that the form is fully completed. Remember to include the total cost of the project, other funders you have approached and the amount you are requesting.
- You will also need to make sure that the form is signed by either the person completing the form, or their adult representative, or the person responsible for delivery of the activity for which the grant has been awarded

## Supporting Information

The following information **must** be included with your Application Form in support of your application:

### All Applications

- A copy of any quotes obtained for the purchase of equipment, work, travel etc.

### Individuals

- Project plan/course details/travel itinerary/equipment needs etc.
- Details of any organisation involved in your idea/activity/trip

### Schools/Colleges

- None required

### Organisations

- A copy of your latest set of accounts. If you are a regional division of a national organisation and would usually only submit a set of accounts relating to the national organisation, this is not sufficient for Trustees consideration. We would also require sight of a set of accounts/financial statements specifically related to the regional division.
- A copy of your organisation's constitution detailing its purpose, objectives and governance arrangements.

## Checking Your Application

- Make sure that you have completed each section of the application form fully. A clear explanation will prevent the need for us to request further information from you and delay the process.
- Please ensure that your costs are correct and provide any back up information showing how the total cost was reached.
- If you are applying on behalf of a group or organisation, please provide case studies, letters or testimonials from young people or vulnerable adults who will directly benefit/have benefited from your project.
- We also find pictures/photos particularly useful additions where available

## Before You Send Your Application to Us

- Check the application form has been fully completed and signed by you or an authorised person. Failure to do so will result in the form being returned to you for completion and result in a delay in your application being considered by the Trustees.
- Ensure that you have all the relevant back up information available to include with your application.
- Keep a copy of your application in case we contact you to ask questions.

If you are requesting funding for a trip with specific dates (ie: payment or travel) it is vital that you submit your application in plenty of time to fit in with these dates. Applications will **not** be considered outside the normal Trustee's meeting schedule. A schedule of meeting dates, respective deadlines for receipt of applications and application forms are available on our website [www.testlandssp.org](http://www.testlandssp.org)

## How To Apply

### **Read this guide**

Please ensure that you read understand what is required before submitting an application.



### **Complete the application form and send it to us**

Download the appropriate Word Document application form from our website. Once complete send your application and any required supporting information to us by email to Tspgrantapp@testlands.com by the deadlines stated on the website. You can also post your grant application to TSP Grants Officer, Testlands Hub, Green Lane, Southampton. SO16 9RG



### **Assessment of applications**

We will email you to confirm receipt of your application. If your application form is incomplete we will return it to you for completion and returning. If it is not received back in time for the meeting it will be held and put forward to the next scheduled meeting. We may contact you with any questions or requests for further information.



### **Decision**

All decisions will be provided by email. We are unable to discuss the progress of applications over the telephone. If you are successful in obtaining a grant you will be sent an email confirming the amount together with our terms and conditions of award.



### **Return of documentation**

You will be required to print, sign and return to us, electronically or by post, a copy of our terms and conditions of award within 14 days of receipt of your award notification and prior to any monies being paid. Failure to do so may jeopardise your award.



### **Payment of funding award**

Subject to receipt of the terms and conditions document within the specified timeframe your funding award will be paid by the preferred method indicated. The funding award will need to be spent within 12 months of payment.



### **You start your project**

The Trustees may, on occasion, wish to attend any opening/completion ceremonies



### **You finish your project**

At the end of your project/trip we will ask you to complete an End of Grant Monitoring Form. This will tell us how the grant was spent and what was achieved with it. We may phone you to check how the grant was spent or ask to see any associated receipts.

## **How we assess applications**

When your completed application is received by us we will start our assessment. We will email you to confirm receipt of your application and if necessary request any further information to support/complete your application. It is vital that you check your inbox/spam box regularly. We request that you respond promptly to any emails as any delays in receiving may result in your application not being reviewed by the Trustees at chosen meetings.

As a small charity we are not always in a position to support every application received as much as we would like to. This is something to consider when working out the amount of funding you are requesting from us. We aim to assess each application equally and fairly. The Trustees review each application prior to their meetings and provide their comments. These comments are then discussed at the Trustees meeting where a decision is reached.

## **If we offer you a grant**

If you are successful in obtaining a grant award from us we will confirm this and the amount by email together with copies of our terms and conditions. Before the award can be paid we will ask you to sign and return a copy confirming your acceptance of the terms of the grant award. You will be required to return everything we have asked for within 14 days from the date of our award email, otherwise this could jeopardise your award.

## **Confirming the grant**

Subject to receipt of all the relevant documentation, we will arrange payment of the grant award in the preferred manner set out in terms and conditions. We will email you to confirm payment of the award. TSP usually requires a grant award to be spent within 12 months of payment. In exceptional circumstances, please obtain confirmation from TSP that funds may be held for longer. Any money not spent will need to be returned to TSP.

## **Withdrawing the offer**

We will withdraw the offer of funding if the completed terms and conditions are not returned within the specified time limit. You can submit a new application and this will go through the normal assessment process.

## **Changes to grant award**

If for some reason we make a grant award to you and there is a change of circumstances for the use of the money, you will be required to email to the Trustees providing information on the change of use. The Trustees will consider this request and you will be notified by email as to whether or not they agree. If they do not agree for the change of use of the funding you will be required to fully reimburse TSP.

## **Monitoring your grant**

If your funding application is successful we will require you to complete an 'End of Grant Monitoring Report' to confirm how the money has been spent and what was achieved. You will also be asked to provide any photographs, case studies or testimonials as part of this report. We may wish to follow up with a visit or contact you to monitor progress/impact of our funding on your project. Failure to provide any feedback may impact any future applications you make to TSP.

## **Media/PR**

If you prepare any publicity specifically for the project that the Trustees are providing funding for, we would request that a copy of such information is sent to us. We may publicise details of your grant award on our website together with any photos that you have provided. If you do not wish us to publicise anything you submit to us then please confirm this by email.

## **Further applications**

We do not limit the amount of applications you can make to us.

Please be aware however that previous success in securing funding from us does not guarantee that you will be successful in securing funding again.

## **Unsuccessful applications**

All applications go through the same process for consideration. We understand you will be disappointed if you are not successful in obtaining a grant.

Regrettably TSP is not in a position to give feedback on unsuccessful applications.