



THE **MAKE A DIFFERENCE** TRUST

Registered Charity Number 1124014

HIV/AIDS Organisations Projects Grant Application Guidance Notes

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General notes for applicants

Please read the following carefully:

- The application form once completed will be photocopied on a number of occasions. Please take care to ensure that your application is legible. If writing in pen, please use black ink and where at all possible please type. Where a form is illegible it may be returned to the organisation for replacement.
- It is important that all questions are answered in full. It is not sufficient to assume that the grants panel will have prior knowledge of either your organisation or of the stated need you wish to address. It is also important to avoid using abbreviations unless you have previously identified their meaning.
- Where appended submissions are referred to please make sure they are sent at the same time as the application. Applications that include “to be sent on later” will be returned.
- The application must fall into one of the categories for which The Make A Difference Trust has identified possible funding. You must identify both the granting programme you are applying to and the criteria you are submitting your application under. Applications that fall outside of the current criteria will not be considered.
- The Make A Difference Trust is not able to support retrospective payments and as such please do not submit an application for a project currently in progress.
- The Make A Difference Trust will not provide funds to re-granting organisations, with the exception of organisations administering Hardship Funds. The application should be for a piece of work you intend to carry out yourself.
- All successful projects must co-operate with The Make A Difference Trust in the provision of effective monitoring and evaluation data. The Make A Difference Trust as a fundraising organisation reserves the right to publicise any grants made and may request materials such as case studies or photographs should this be deemed appropriate.

Section 1: Project Summary

[This is a **summary** of your project **not** your organisation]

- A)** Please complete this section in full ensuring that the given address is where any correspondence should be set. Any email address supplied should be an organisational email and not a private address.

- B)** This is a brief overview of your project. Please be as clear and precise as possible in your description and stating the amount requested in Pounds Sterling.

Section 2: Your Organisation

[This is a summary of your organisation **not** your project]

Aims of organisation

Please state the aims of your organisation as set out within your constitution or mission statement.

Core activities of organisation

Please outline the organisations main activities. That is to say, what is it that your organisation does?

Also use this section to give a realistic estimate of the number of people living with HIV/AIDS who access your services. Please note that the panel may request you to provide evidence of these activities or of the membership you claim.

Geographic target.

Please outline the geographic remit of your organisation.

Section 3: Your Project.

[This is where you talk about your project **not** your organisation]

Project title

This will be how your project will be referred to throughout the application process.

Start/End Dates

The grants programme will only fund projects which are yet to start and will rarely consider retrospective payments. Where a project is expected to continue beyond the period for which finance is requested, an explanation should be made within Section 4 as to how you aim to achieve funding.

Which criteria and why?

Please refer to the criteria guidelines to ensure that your request meets the **current** programme criteria. Identify the criteria you are applying under and show how your project meets the requirements.

Summarise the purpose of your project

You may wish to answer this on an attached sheet, please ensure this does not exceed 1 side of A4.

When answering this question, please ensure the following points are addressed.

- Describe the need for this project and how you have assessed the need. How have you ensured that this project is not currently available by another source?
- How will the project be delivered? If the project is in partnership with other funding or service bodies, at what stage is the current process.
- What does your project hope to achieve for people living with HIV/AIDS. How will their quality of life be enhanced?
- What will be the activities of your project? What are the resource implications and how will you meet them.
- Why do you believe that you are the right organisation to deliver this project?

Who are the intended beneficiaries of your project?

Please identify the intended beneficiaries of your project. Is the project targeted at a specific community, age group etc? Please be as specific as you can.

Intended outcomes

What does your organisation expect the outcome of this project to be? How many people do you expect to have benefited from this project? In what way do you believe this project will have made a difference?

Measuring outcomes

The ability to provide an effective monitoring and evaluation of this project will be paramount to the projects success. Please show how you intend to monitor the project and how you will measure and demonstrate the outcomes.

Who will be responsible for the project?

Please provide as an attachment to this application a clear organisational diagram, identifying lines of responsibility from the person responsible for delivering the project to the management of the organisation.

Equal Opportunities

Please explain how your organisation and the project address equal opportunities.

Section 4: Funding**Total cost of Project**

This should be the overall cost of the project including any shared overheads, resources, including all capital and revenue costs.

Requested from The Make A Difference Trust

How much are you asking for?

Other sources

Please identify how much has been secured from other sources and who they are. Please note that if you are currently waiting for a response from another organisation you are free to tell us about this, however we cannot count these as secured funds.

Other applications

Please identify other applications for funding made for this specific project. Please specify between statutory and other types of funding.

Is the project to continue beyond funding period?

Where the project is to continue beyond the period for which funding is being requested, please show how you wish to secure this funding and what contingency you will put in place should funding not be secured.

Review and appraisal of the project

Here we would like to know how you intend to evaluate and appraise the expenditure of the budget. What systems will you have in place to ensure that any grant made will be used for its intended purpose and who will be responsible for ensuring that the project remains within the provided budget.