

Guidance for applicants

Introduction

This guidance document aims to guide applicants through the application form for the Greater Manchester LGBTQ+ Community Fund. It outlines how to respond to each question and also provides further guidance on what to include on the key questions about what you're applying for a grant for.

The Greater Manchester LGBTQ+ Community Fund partners aim for the process to apply and the supporting information to make it clear and accessible for all applicants. If you require any support with your application, please email LGBTfund@ght.org.uk for guidance and support.

Eligibility criteria

Before you begin your application form, please check that you meet all points of eligibility before completing an application for funding:

- **The application must be from a group or organisation based in Greater Manchester.**
- **The application must be for delivery of an LGBT+ or HIV specific project or activity.**
- **The applicant organisation's income in the last 12-months was under £100,000.**
- **The group or organisation that is applying must have a bank account that has 2 or more signatories from people not related or living at the same address.**

If you need to clarify whether you meet the criteria for the fund, please email LGBTfund@ght.org.uk.

Considerations for applicants

The following are key considerations for applicants that should be covered in your application, if relevant:

- If your proposed activity involves working with children, young people or vulnerable adults, that you have the appropriate safeguarding policies and training in place.
- You will have the appropriate insurance cover in place for the delivery of your activities.
- You have appropriate risk management procedures in place, including working safely with Covid.
- The Greater Manchester LGBTQ+ Community Fund logo should be used in all promotion of the activities funded by the fund.

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What will be funded

We will fund any costs associated with the delivery of a project that improves the experience of LGBTQ+ people, promotes inclusion and awareness of LGBTQ+ people, communities and the issues that impact their lives or raises awareness and educates around HIV.

The types of things that we will fund include:

- Innovative and creative projects.
- Volunteer expenses.
- Activities and events.
- Marketing, resources and printing.
- Venue hire.
- Insurances.
- Staff costs or the cost of sessional workers where relevant to the delivery of your activity.
- I.T. costs including equipment such as laptops and printers.

What won't be funded

We will not fund any project that doesn't have a direct alignment to supporting LGBTQ+ people and communities or HIV in Greater Manchester.

The types of things that we won't fund include:

- Activities or initiatives that won't provide demonstrable benefit to LGBTQ+ people and communities in Greater Manchester.
- Projects taking place outside of Greater Manchester.
- Anything that is a statutory responsibility of any public body.
- Activities and events that have already happened.
- Equipment that has already been purchased.
- Anything that takes place ahead of formal notification of the funding allocation.
- Private businesses or public sector organisations.

We recognise LGBTQ+ and HIV community action as political in its broadest sense and the fund will support activities that make a statement. We will not fund organisations or activities that are party political.

Where an activity, project or event is not managed by a recognised structure, an application may be accepted on behalf of such an entity by a registered structure. For example, if there's a social group in Wigan that wishes to deliver an event for World AIDS Day, but they have no constituted body, a supporting organisation such as a local charity can submit the application on their behalf. For any such enquiries, please email LGBTFund@ght.org.uk for clarity before making an application.

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Completing the application form

Please complete all elements of the application form and don't leave any question blank. If you are unable to answer a specific question for a justifiable reason, please state the reason in the text box for the specific question.

Contact information:

Applicants full name	Click or tap here to enter text.
Applicant email	Click or tap here to enter text.
Applicant telephone	Click or tap here to enter text.

→ Please ensure that you complete your full name, email address and telephone number. We require this information so that we can contact you to discuss the application if there are any queries.

→ It is helpful if the email address that is included is monitored frequently.

Organisation information

Name of organisation	Click or tap here to enter text.
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→ Please complete the full name of the group or organisation that is applying for funding.

→ If you have identified another organisation to apply on your behalf (and this has been confirmed with the fund administrators by email), you should state this in the organisation name as 'on behalf of' i.e. **Wigan Housing applying on behalf of Wigan's LGBTQ+ Dance Troupe.**

Type of organisation	Choose an item.
Other (please state)	Click or tap here to enter text.

→ There is a dropdown list to choose the type of organisation. If your organisation type is not included in the list, simply choose 'other' and add your organisation type.

→ The organisation type stated should be the group or organisation that will be delivering the work. If another organisation is applying on your behalf, the appropriate due diligence will be addressed separately.

Charity Number	Click to type.	Company Number:	Click to type.
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→ Where appropriate and relevant, you can add your Charity Number (if you're applying on behalf of a Registered Charity) and Company Number, where that is relevant.

→ As a reminder, 'for profit' businesses and sole traders are not able to apply to the fund.

Web/Facebook	Click or tap here to enter text.
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- Please add your website address, or where that doesn't exist, the Facebook or other public facing platform that your group uses. If you have both, please feel free to state both.

Boroughs covered by your proposed activity (tick all that apply):

Bury	<input type="checkbox"/>	Bolton	<input type="checkbox"/>	Manchester	<input type="checkbox"/>	Oldham	<input type="checkbox"/>	Rochdale	<input type="checkbox"/>
Salford	<input type="checkbox"/>	Stockport	<input type="checkbox"/>	Tameside	<input type="checkbox"/>	Trafford	<input type="checkbox"/>	Wigan	<input type="checkbox"/>

- Please confirm which borough or boroughs you will be delivering your intended activity in. Please tick all borough's that apply. If you will be delivering across Greater Manchester, please tick all boroughs.

What does your group or organisation do?

Click or tap here to enter text.

maximum 150 words.

- Please outline the focus of your group or organisation. Please state what you do and who you do it for. Be clear and succinct and please don't go over the wordcount. If you do go over the word count, only the first 150 words will be counted and shared with the panel.

Ahead of completing the next section of the application form, please ensure that you've considered the '**Considerations for applicants**', '**What will be funded**' and '**What won't be funded**' sections in this document.

What are you applying for money for?

Click or tap here to enter text.

maximum 250 words.

- It is really important that you explain the activities that you will undertake and what you will deliver here with the funding that you're applying for from the Greater Manchester LGBTQ+ Community Fund.
- Here's the opportunity to be really clear about what are you going to do. Outline your 'outputs', which are the detailed activities you will carry out. Name any services or products you will deliver and be careful to avoid technical language that may be specific to your knowledge or any jargon that may not be widely understood.
- Please don't use this as an opportunity to further outline what your group does, it's important that it is clear that it's what you're going to do with the money if you were to get the grant award.

What difference will you make if you're awarded with this grant?

Click or tap here to enter text.

maximum 150 words.

- This is the opportunity to share the difference that securing the grant will make for LGBTQ+ communities and/or people living with HIV.

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- Use this as the opportunity to outline the ‘outcomes’ that you will achieve. Outcomes are the changes that will take place due to your project, and the evidence that proves it.
- This is also the opportunity to outline the types of people and how many people will be reached as a result of your activities and how you will measure that.

How will you know if what you’ve done has been successful?

Click or tap here to enter text.

maximum 150 words.

- Here you will include how you will establish if what you planned to do with the money achieved the outcomes that you wanted to. How did it perform? What did people say? Will you use monitoring or case studies to collect the impact on individual people?

When will the project or activity that you’re applying for the grant for start and finish?

Start date:	Click to type.	End date:	Click to type.
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- You should enter the start and end dates for the project here.

What is the total amount that you’re applying for?

Total amount:	Click or tap here to enter text.
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- Please enter the total amount for which you’re applying here. This is one figure i.e. **£675.96**. You have the opportunity to itemise the spend in the next answer.

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What will you spend the money on?

Click or tap here to enter text.

- ➔ Please itemise all elements of spend for this question, you should include all costs related to the project. The total of the individual elements of spend included in this question must equal the total amount that you're applying for in the previous question, so please check to ensure that you've included all elements of spend and that they add up. If it's helpful, you can use Microsoft Excel and drop it into the application form.
- ➔ You should include anything that you will be purchasing or spending money on including worker time for sessional workers, room hire, printing, I.T. or whatever it is that will help you to achieve your goals in line with the funding guidelines.

Confirmation of eligibility:

Please that you are eligible to apply for funding:

The application must be from a group or organisation based in Greater Manchester.	<input type="checkbox"/>
The application must be for delivery of an LGBT+ or HIV specific project or activity.	<input type="checkbox"/>
The applicant organisation's income in the last 12-months was under £100,000.	<input type="checkbox"/>
The group or organisation that is applying must have a bank account that has 2 or more signatories from people not related or living at the same address.	<input type="checkbox"/>

- ➔ Please tick each box to confirm eligibility to apply for the grant.

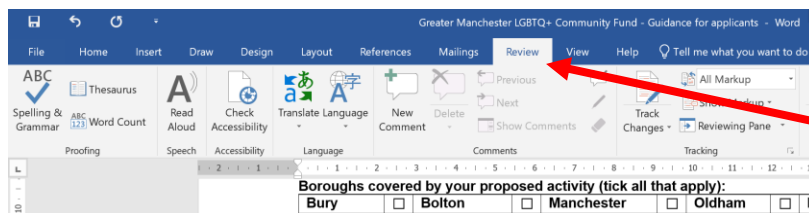
Please email your completed application in Microsoft Word format to LGBTfund@ght.org.uk by the deadline.

Using 'Word Count'

You can count the amount of words you use by using in Microsoft Word by highlighting the words and choosing the 'Review' tab and clicking on 'Word Count'.

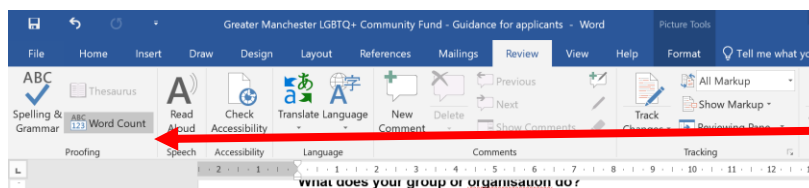
Step 1 – highlight the text in the question box.

Step 2 – choose review from the menu.



Choose 'Review' from the menu.

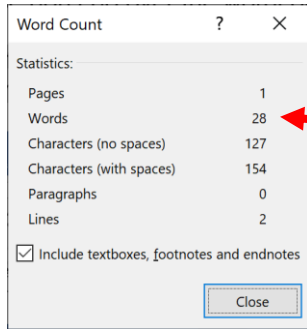
Step 3 – click on Word Count in the 'review' menu.



Choose 'Word Count' from the options.

Step 4 – the Word Count information will appear.

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This is the number of words in the highlighted text.

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GEORGE
HOUSE TRUST
HIV POSITIVE LIVING

LGBT
foundation