**Project ‘A’ Application for The BEARR Trust Small Grants Scheme 2022**

**GUIDELINES & TIPS**

This year you must use separate application forms for Project ‘A’ and Project ‘B’ applications provided. All the text boxes in the application form can be extended to fit your text, provided that your application (including budget) does not exceed **4 pages**, or **3 pages** if the budget is provided as a separate Excel document.

This document provides some guidance on how to fill out the Project ‘A’ application form. However, if you still have questions about the application process, please feel free to email Anna Lukanina-Morgan at *sgs@bearr.org**.* You can email Anna in English, Russian or Ukrainian.

1. **Contact details of the organisation applying for the grant**
	1. **Name of organisation**

Please give the full, official name of your organisation.

*What if the applicant is not a civil society organisation (CSO)?*

The BEARR Trust will not accept applications from individuals, unregistered volunteer groups, universities or schools. We will only accept applications from CSOs, which can include registered charities, non-government organisations (NGOs), associations and other non-profit organisations.

* 1. **Organisation’s contact details (address, phone number)**

Please name the country, city or village, street and house number, office number, and include the organisation’s general office phone number (if available).

* 1. **Name, position and email of the person submitting the application**

This does not have to be the director of the organisation. If your application is selected for funding, the person named in this section will be our main point of contact for all paperwork, reporting etc., so it should be the person with direct responsibility for the project.

* 1. **Online presence (organisation’s website, Facebook, Twitter, Instagram, if available)**

You do not have to have a website or social media presence, but if you do, please include the links here. It is really helpful for us to see examples of your previous work posted online.

Please do not include personal Facebook pages.

1. **Overview of the organisation**
	1. **Date of foundation**

We would like to know how long your organisation has been operating. If you worked as a voluntary unregistered group before registering as a non-profit organisation, please mention this here.

* 1. **A brief description of the organisation, its mission and objectives**

Please be brief; there is no need to send your registration documents with the application.

**2.3 Names of partner organisation(s) and their website(s)**

Please name any partners for this project and provide links to their websites (if available).

**2.4 - 2.7 Previous cooperation with BEARR**

Please let us know whether you have applied for a BEARR grant in the past (regardless of the outcome of your application). Please also let us know whether you or your partners have previously received a BEARR grant. If you are a former grantee, please let us know the title of the project, year, and project number (if known). If one of your partners for this project application has received a BEARR grant before, please let us know the name of this organisation.

**2.8 Applications for Project B funding**

If you are a former grantee, please let us know whether you also intend to apply for Project B funding this year. Please note that it is possible to apply for only Project A funding or only Project B funding. All former grantees are eligible to apply for Project B funding, even if not applying for Project A funding for a project under the 2022 theme of helping migrants and their families.

Answering ‘yes’ to this question does not constitute an application for Project B funding - it is purely for our own data purposes and will not affect your application(s). There is a separate application form, checklist and guidelines for Project B applications, and a separate budget must be provided.

1. **Project description**
	1. **Title of the project**

Please think of a short name for the project (up to 20 words).

**3.2 Direct and indirect beneficiaries**

Please describe the group(s) of people who will benefit from your project. The problems faced by beneficiaries will be described in section 3.5.

**3.3 & 3.4 New groups of beneficiaries**

If you are planning to work with a new category of beneficiaries that your organisation has not worked with before, please let us know.

**3.5 Problems of beneficiaries**

Please describe here the problems faced by your beneficiaries, which the project seeks to address.

**3.6 Activities within this project**

Please describe the activities which will be supported by this grant. **Your application will not be considered if you do not describe the activities planned under the project.** It is not enough to describe the problem you are trying to solve. We need to know what exactly you are going to do within this project to alleviate this problem.

**3.7 Other collaborations**

If apart from your core project partners described in section 2.3, you are planning to cooperate with other local organisations, please name them here. This could be local authorities, academic institutions, or organisations in other regions/countries.

**3.8 Innovative features**

This section is not mandatory, but it helps if you can explain what is special about your project and why you think it is original and innovative.

1. **Budget**

**Include the proposed total project budget in GB pounds**, showing (separately) the amount requested from BEARR and the contributions to be made by the applicant organisation and other partners.

Please feel free to submit your budget separately from your application if you wish it to be in Excel format. Please note that your application can't exceed 4 pages in total (including budget).

Below you will see **the most basic outline** of what a project budget might look like.

**Sample budget:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budget line | Number of items | Cost per item | Total | Own contribution | BEARR contribution | Another funder (must be named) |
| 1 | **Project staff** |  |  |  |  |  |  |
| 1.1 | Project manager | 6 months | 100 | 600 | 600 | 0 | 0 |
| 2 | **Activity #1** |  |  |  |  |  |  |
| 2.1 | Publication of project flyer | 1000 copies | 2 | 2000 | 0 | 1000 | 1000 |
| 3 | **Activity #2** |  |  |  |  |  |  |
| 3.1 | Catering for press conference | 40 people | 5 | 200 | 0 | 200 | 0 |
|  | TOTALS |  |  | 2800 | 600 | 1200 | 1000 |

**Important:**

Tech purchases and equipment should not exceed 25% of BEARR’s contribution.

Your project will only be considered if the amount requested from BEARR does not exceed 50% of the total project budget.

**For example:**

The total project cost is £5,000. £1,000 is contributed by the applicant, £1,500 is contributed by another funder and £2,500 is requested from The BEARR Trust (where no more than £625 is allocated for tech purchases).

**Indicate in your budget**:

* the number of people who will work on the project and their salaries (set at local level)
* contributions from the applicant and partner organisation or any other funders (contributions from the applicant can be in the form of office rent, utilities, office supplies that will be used for the project; time spent by volunteers that will work on the project; available funding from other sources that the applicant will allocate for this project)
* the budget must relate to the project activities described in the application form.

**Important**

**Please make sure your work on the application is not wasted. If your application is found to contain any of the errors listed below, it will not be considered by the Board of Trustees of The BEARR Trust.**

**Your application will not be considered if:**

1. you did not use the application form provided on the website.
2. the application exceeds 4 pages. Your application must fit onto 4 standard pages (application on 3 pages, plus the budget on 1 separate page, as a Word document or an Excel sheet).
3. the application is received after the deadline (i.e., if it is received on Saturday 19th February or later).
4. application does not fit with the theme for this year’s Small Grants Scheme.
5. you request a contribution from BEARR of more than £3,000.
6. you request a contribution from BEARR that is more than 50% of your total project budget.
7. over 25% of the requested funding from BEARR will be spent on tech purchases.
8. application does not include a clear description of the project’s activities and beneficiaries.
9. the application is not in English.
10. application covers work in a country that is not included in the announcement.

**What happens to your project after submission?**

1. Each application is checked according to the submission criteria (deadline, number of pages, topic, budget, language etc) logged and given a number. If any of the submission criteria are not met, your application will be considered unsuccessful.
2. If the submission criteria are met, your project will be read and rated by several trustees.
3. The highest rated projects will then be shortlisted and considered by the Board of Trustees at their meeting at the end of April 2022, where the winners are selected.
4. The winners will be announced on BEARR’s website, [www.bearr.org](http://www.bearr.org), after the grants have been accepted by the winners (in May-June 2022).