

Filling out the online application form

Guidance notes for Societies and Areas



NB. If you are from a school, community group or an arts organisation being supported by a Society then this application must be completed by a member of your sponsoring Society e.g. treasurer.

This is because the application will require information about the Society that is not available publicly.

NADFAS does not accept applications that have not been submitted online. You will receive an acknowledgement of your application's receipt and a copy once you have completed the online form.

Please send any queries to grantsmembers@nadfasc.org.uk or contact Jo Martin on the membership team at NADFAS House.

1. Applicant Details

First choose if you are applying as a Society or Area. Then start typing the full name of your Society or Area in the box and a drop down list will appear. Choose the correct name from the list to confirm. The details of your Society will appear in the fields below. If your Society's details do not appear correctly in this section then please contact the NADFAS membership team to update these.

The second section is for the personal contact details of the person making the application.

2. Society's or Area's Finances

Your treasurer or chairperson should have these details if you are not in either of these roles. Your last set of annual accounts should be no more than 12 months old.

Income

Total incoming resources as shown on the Profit and Loss section of your last set of annual accounts (this refers to the total receipts for the year)

Expenditure

Total outgoing resources as shown on the Profit and Loss section of your last set of annual accounts (this refers to the total receipts for the year)

Reserves

Your reserve are the funds that your Society or Area is keeping to protect you against drops in income or allow you to take advantage of new opportunities. Please check what your reserves are with your treasurer if this not the role that you hold.

3. Your Project

Here is a worked example of a project that you can follow when making your application:

Title of Project

A short title unique to your project that could be used to publicise it

e.g. A Country Garden's Heritage Explored

Project Type

Choose from the drop-down box which type best fits your project. If none are a good fit then choose Other

Other

Provide a short description of your project type if it does not fit any of the choices in the

e.g. Podcast

Is this a new project? Please answer yes or no

If applicable please give details of previous NADFAS grants received

If you answer yes to the previous question then please give details of grants received from NADFAS with the dates of the project, a short description and the amount of the grant.

Project Start Date

Click on the drop-down boxes and choose the correct dates

Project End Date

Click on the drop-down boxes and choose the correct dates

Number of beneficiaries

Please give your best estimate of the number of people who will benefit from your project. This will help the grants committee judge the likely impact of your work.

Describe the project you want funding for and how it will benefit your target audience (max 500 words)

Describe your project's activities and how they will benefit your audience, basing this on the criteria that you are meeting through the project

e.g. We will bring 30 young people aged 13-18 on visits to a heritage site followed by arts activities that allow them to make their own interpretation of their visit and what they have learned. This project increases access to the arts for young people and as there is currently little or no provision for arts and heritage access. For example we have checked with teachers and there are very few visits to local heritage sites that support learning about our cultural heritage taking place at present. Also the new curriculum does not include arts and culture as a core subject so there is a need to supply opportunities for young people to access arts and culture outside of their schools.

NB. Please note that you need to provide a substantial description of the project and its benefits. If you do not provide that you are unlikely to get funding approved. At least 300 words are recommended.

Tell us how you will publicise the project (max 500 words)

Please give as much detail as you can about how your publicity will increase the profile of your Society and NADFAS.

e.g. We will write a report of the visits and activities including feedback from the young people who took part and publish this on our website, in our email newsletter and also through a press release to local papers. The report will also be shared via the school's email newsletter to parents. We will share the photos and updates on the project on our social media channels and invite our followers to retweet and share our updates with their networks.

4. Project budget

How much will your project cost?

List all of the individual items or activities that make up your project below. Provide a breakdown for each item or activity. If you do not give breakdown of costs then the grants committee will not be able to see what you are spending the funds on and if the project is good value for money.

e.g. Fees for trainer for 2 half day training sessions at a cost of £150 per session.

Please tell us about the confirmed funds raised or contributed so far towards the project

List of the funds raised or contributed so far toward the project and tell us where they came from – this will be added to the total income for the project.

e.g. £300 contributed from Society's reserves.

Please tell us about any forecasted income that is not confirmed as yet

Detail of any other income generating initiatives and the expected income – this will be added to the total income for the project.

e.g future ticket sales, sponsorship

Please tell us about any in-kind contributions being made to the project and the estimated value of these

Details of any support offered for free that you would normally have to pay for e.g. transport, volunteer hours (please estimate at Living Wage rate for your area of the UK – London differs from the other areas of the country). These will not be added to the total income for the project but can be used by the grants committee to assess your application where appropriate.

Please tell us about any grants you are applied for that have a decision pending

This should include the name of the organisation you have applied to, the amount of funding you have asked for and the date when the decision is due.

Total costs of the project

Total income for the project

Total grant requested from NADFAS

These figures will be automatically calculated for you and are populated by the information you supply for the previous questions about costs and confirmed and forecasted income.

5. Bank details

If you are not the treasurer, you will need to ask him/her for your Society's bank account details to complete this part of the application, including IBAN, BIC and SWIFT numbers if you are an overseas Society.

Reference number

Please use an identifying reference number for your own internal use – this will help you identify the payment on your bank statement

This can be a reference of your own choosing e.g. name of society and year YEDFAS2016

6. Declaration

You must read these carefully and ensure that your statement is true and correct before ticking the box *I agree*.

If you are not your Society's chairman then please choose no and enter their email address in the box provided. A copy of your application will be automatically sent to your Society's chairman.

Thank you for reading these guidance notes and good luck in your application.

Kind regards

The grants team at NADFAS House