

Project Stage 2 Application Guidance Notes

You are advised to read this guidance notes before completing the Stage 2 application form.

There are two sections to the Stage 2 application.

Section A- optional

Section B- to be completed by all applicants

Section A

Section A is an optional section which can be used to add more detail about aims, outcomes, objectives and outputs. After conversation with the Grants, Governance and Partnerships Manager you may have further things you want to add, or you may want to clarify or amend some of what you wrote in your EOI. In addition, you can expand further on how your project aligns with the Trust's objectives. **DO NOT REPEAT INFORMATION ALREADY GIVEN IN YOUR EXPRESSION OF INTEREST.**

Section B

- **Capacity:** Describe your type of organisation and its key operations, including information about its governance and how the proposed project will be managed. There is a limit of 500 words.
- **Value for Money:** You need to provide a detailed breakdown of costs for your project.
- **Other funding:** Please provide details of any applications made to other funding sources with outcomes if known. You may also state here details of any self-funding. You may also state here if you are seeking 'match- funding'.
- **Volunteer Time:** Please provide details of any anticipated volunteer time on the project
- **Dissemination:** Describe how you plan to disseminate the findings and/or outcomes of your project and to which audiences. You may consider both depth of dissemination e.g. focused and targeted to a small group and/or the breadth of dissemination to as many people as possible. This can be listed as bullet points. There is a 500-word limit.
- **Collaboration:** Describe ways in which your project supports collaboration with other organisations who have similar aims. This may include specific strategic partnerships which form part of your project. The Trust is interested in bringing different groups of people together. There is a 500-word limit.
- **Monitoring and Evaluation Framework:** Please provide an initial indication about how you will measure your outcomes and outputs including any key performance indicators and information collection e.g. survey of participants, interviews, GCSE results, press coverage...Both qualitative and quantitative method can be used. The Trust is open to creative method of assessing impact.

- **Sustainability:** How will you work to ensure the sustainability of the project beyond the life of the grant? For example, you may consider capacity building, or exploring ways of providing resources for free.
- **Open Access Policy.** Please make sure you have read this before you tick the box. If you have any questions about this please contact our Grants, Governance and Partnerships Manager julia@cstg.org.uk.
- **Reporting.** The Trust takes a proportional view of reporting. All grantees are expected to submit a very short progress report in January and a more detailed annual report in summer for each year of the project. The format of the latter is negotiable and agreed with our Grants, Governance and Partnerships Manager when the grant has been agreed. Some grantees may receive a visit from a staff member or trustee as a condition of a grant award You are asked to tick a box to say you have understood this expectation.
- **Investing in our grantees.** The Trust offers practical support through virtual gatherings and conversations. The aim is to support grantees with their projects and enable grantees to share knowledge and findings with each other. You are asked to tick a box to say you understand what is on offer to grantees.
- **Safeguarding:** It is a condition of grant that all award holders have an up to date safeguarding policy. You can insert or add a link to your policy here. Insert link to safeguarding policy
- **References:** You should include the names and contact details of two referees. You should choose people who know you/your organisation well in a professional capacity. It would be helpful if your referees were able to comment on previous projects which had been grant funded and/or on your experience in the field of Religion and Worldviews. You will be asked if you are happy for us to share a copy of your application with your referees.
- **Accounts:** As part of its due diligence the Trust will look at the last three sets of accounts for your organisation. If you are a consortium applying for a grant, then we only need the accounts of the organisation that will hold the funding. You should send your accounts to Julia at julia@cstg.org.uk at the same time, or in advance of submitting the Stage 2 application form. You can also send a website link if the accounts are publicly available.
- **Supporting Documents:** You may send up to three supporting documents to julia@cstg.org.uk These could be, for example, a more detailed budget, case studies of similar work you have done, evidence of the need you are trying to address, further information about your organisation, an example of a previous project successfully completed.

If you have any questions about completing your Stage 2 application form please contact Julia at julia@cstg.org.uk