

Application Guidance Notes

1. What We Fund

The information below provides guidance on how to make an application for a grant from the Aziz Foundation. Before you apply, please ensure that you have read about our priorities. This information is available in the 'Our Work' section of the website.

2. Am I Eligible?

The Aziz Foundation is interested in funding work which:

- addresses significant problems in or faced by disadvantaged communities or sections of society
- has a clear sense of objectives and of how to achieve them
- is innovative and imaginative
- has a good chance of making a difference
- has not ended by the time the outcome of the application has been received as grants cannot be made retrospectively.

The Foundation will support applications from registered charities or charitable community groups, but sometimes to other bodies or individuals as authorised by the Board of Trustees.

This guidance paper may not cover every eventuality. Therefore, once you have read this information carefully and have further queries please contact the Grants Officer by sending an email to grants@azizfoundation.org.uk or calling 020 7432 2444 to discuss your application. You should do this well before the deadline for applications.

Please note our grants staff will endeavour to be available to discuss your application by telephone or email, but are unable to meet prior to the submission of an application, due to limitations on staff capacity. Furthermore, please do not contact individual Board of Trustees about your application at any stage of the process. If you do so the application will be discontinued.

3. How To Apply

Your application will consist of the following documents:

- a. Application form**
- b. Narrative proposal**
- c. Budgets**
- d. Governing document**
- e. Annual Accounts**
- f. Relevant Policies**

a. Application form

This can be downloaded from our website or you can complete the online version. Please see: <http://azizfoundation.org.uk/apply-for-funding/>

b. Narrative proposal

Put into writing i) what you want to do, and ii) how you will do it. There is no form for this, but please set out your proposal on no more than four sides of A4, typed in font no smaller than 12 point.

Describe your proposal in whatever way you think is most helpful. The questions below may act as a useful guide, but they do not need to be followed rigidly.

1) Who are you?

In no more than a few sentences, set out who you are. Please include founding date, size, legal status and primary activities. Individuals should provide more information on current employment position and relevant interests or voluntary positions.

2) What do you want to do?

The main part of the application will detail the work you want us to fund. This may be the core work of the organisation, or a particular project.

i. What and how?

What work do you want to do? How does it fit within Aziz Foundation's funding priorities? What charitable purposes will your work promote? It is important to give a clear sense of the goals and the process. What are you hoping to achieve? What will you actually be doing? What is the timescale? Is the work new, or a development, expansion or continuation of existing work?

ii. Why?

What led you to want to do this work? Why is this work particularly needed at this time? How does it fit in with the rest of the organisation's work? How does it relate to other work that is being done in the field? Why are you passionate about it?

iii. Who?

Who will do the work? This might be you, existing staff in the organisation or a new recruit. What skills, experience, knowledge and networks will they need? Are these already in place and, if not, what training will be required? Who will be providing line management, supervision and/or support? Who is ultimately responsible for the work?

iv. Impact?

How will the work be documented and evaluated? How will you share the lessons learnt from your work with others? What difference will the work make?

v. Risk Mitigation?

How you will plan the process of developing options and actions to enhance opportunities and reduce threats to project objectives. You can include how you would implement this process. You should include how you would monitor the risk mitigation progress – this can be tracking identified risks, identifying new risks, and evaluating risk process effectiveness throughout the project.

c. Budgets

Budgets should include both income and expenditure. It should be clear how much the work will cost in total and how much you are requesting from the Aziz Foundation. Please list any other existing or anticipated sources of income for the work, including any pending applications with other funding bodies. On the expenditure side, as far as possible, show us the actual costs of doing the work in the way that it needs to be done, over the time that it is likely to take. You don't need to detail every item, but you should put costs under clear headings, and include brief notes to explain how you have

calculated the figures, where necessary. If you are applying for funding for more than one year, your budget should cover the entire period. The budget should be in your local currency.

Organisations

If you are applying for core costs, then you should submit a budget for the whole organisation. If you are applying for a particular project or programme, or specific parts of your work, then you should include a budget for that work and a budget for the whole organisation.

Individuals

We do not need to know about your living expenses or financial circumstances. If you are asking for funding for your time, simply include this as a salary figure or reimbursement. We ask applicants to consider honestly and seriously what level of income is appropriate to request.

How much to ask for

Ask for what you need, but be realistic. We expect that you will have thought carefully about other sources of possible funding and, if applicable, how the work will be sustained over the longer term. Applicants should note that in most cases the Aziz Foundation can only fund up to 25% of a project and that amount is capped at £15,000 of the total costs of any proposal.

All applicants should mention what funding they have secured for the project from other sources and where possible submit with their application evidence of this funding. If a decision on the funding is pending, this should also be mentioned.

d. Governing document

All organisations applying will need to provide a copy of their organisation's governing document.

e. Annual Accounts (organisations only)

We will need a copy of your organisation's most recent annual audited or examined accounts. If these are more than 12 months old, or are not available for any reason, please send us recent management accounts or some other indication of the current financial position of the organisation.

f. Policies

Equal opportunities

We wish to promote equal opportunities through our grant-making. We want to ensure that work funded by Aziz Foundation includes people regardless of race, colour, gender, sexual orientation, religious affiliation, national origin, age or disability. This applies to the planning and implementation, management and staffing, and benefit or outcome of the work.

Your application should refer to the equal opportunities aspects of the work. If you have an equal opportunities policy/procedure you should include a copy.

Please also include the following if it applies to your work / organisation:

- **Diversity:** we will assess the extent to which local organisations are representative of their end-beneficiaries and consider in light of this how effectively and likely they are to deliver the planned support.
- **Child Protection:** a Child Protection Policy and procedure is a requirement of all applicant organisations that work with children up to the age of 18.
- **Health and Safety:** Aziz Foundation expects all organisations to have conducted a thorough risk assessment and have adequate risk mitigation strategies in place.

- **Financial Probity:** applicants are expected to maintain minimum standards of financial probity. These will be assessed on application and will be regularly monitored throughout the life of a grant.
- **Financial instability:** in cases where an organisation is experiencing financial instability, Aziz Foundation will provide funding where a project is still deemed viable and achievable. A clear plan of action will be expected however, and Aziz Foundation may terminate a grant early from activities that are compromised due to financial instability.

4. Submitting Your Application

Please note that we only accept applications submitted via email (or online). Any applications sent by post or fax will not be considered. To apply, please go to our [website](#) and follow the application process.

Please ensure that you have all the documents ready before you submit your application including the 'activities and outcomes table'. We also ask you to include a short summary of your proposal.

Please prepare this summary carefully: it is one of the tools used by the Board of Trustees and staff to decide whether your application goes forward to the next step. You must keep within the 50-word limit.

5. Funding Decision

How Aziz Foundation will deal with your application

Applications will receive an email confirming receipt. Applications that fall completely outside the Foundation's funding priorities and areas of interest may be refused at this stage, usually by a standard letter/email. All other applications are considered in more detail. We may ask you for further information, seek confidential external advice or arrange to meet with you.

These are ways of learning more about the proposal, but they do not guarantee that a grant will be made. We will let you know the decision in writing, as soon as possible after the Board of Trustees meeting.

The Foundation intends that the application process should be straightforward. We try to ensure that information on our funding priorities is accurate. However, applicants should be aware that within the Foundation governing documents and charity law, the Board of Trustees have very wide discretion in how they choose to manage and distribute the Foundation's funds.

When refusing applications, the Foundation will not be able to give feedback on the reasons for the decision due to staff capacity.

The Foundation welcomes comments or feedback from applicants that will help us improve our grant-making process, but we do not encourage correspondence on the fairness or otherwise of particular funding decisions.

Funding offer

We will write to you, stating the size, duration and purpose of the grant offer. This may not be exactly the same as your request. All grants are offered subject to our standard conditions. Any additional special conditions of the grant will be stated in the grant offer letter/agreement.

With the letter will be an acceptance form and other paperwork to be signed and returned. Once the forms have been returned, the relevant grants officer will discuss the schedule of payments for the grant.

Re -applications

If the Foundation decides not to fund an application, we are happy to consider another application from the same organisation providing it is not for the same project. If you are considering applying again, whether for similar or unrelated work, please check with the relevant grants officer first.

The Aziz Foundation

16 January 2018