



QPSW Simmons Grants 2023

Guidance on completing the Application Form



Quaker Peace
& Social Witness

The application form is supplied as a Gravity form to be completed online in your browser. You can navigate backwards and forwards through the pages without losing the information you have already entered. You will be able to review the whole form with all your responses before you click “submit”. You will receive a copy of the form after submission via the email address you enter on the form.

Specific Notes

Please refer to these notes as you respond to the questions on the form.

1. Questions 1 & 2

Please create a reference code for the project. This should consist of 3–6 letters that will be used to ensure that we deal efficiently with your application. You might, for example, choose the first 6 letters of the project name or an abbreviation of the project name, but please avoid using words that might be common to other applicants (e.g. 'PEACE ', 'RELIEF', 'QPSW'). You will be asked to identify all documents associated with your application using this reference code and it will be helpful if you use the reference code in the subject line of all e-mails relating to your application.

We will use your project name in any formal communications relating to grants. If the name includes an abbreviation or acronym it is helpful if that can be spelled out.

2. Questions 3–9

These details are for your name and contact details as the person responsible for dealing with this application and who is signing it. You are the person who we will correspond with and who is responsible for ensuring appropriate reporting.

3. Question 10

Here is the opportunity to explain the formal Quaker involvement in the project. You might also describe any wider support from individual Quakers, your meeting, other meetings or Quaker organisations. You will list any attached supporting documents later, in Section E, but they should be named and described here. The application should be accompanied by a formal minute of support from a local meeting or other appropriate Quaker body.

4. Length of responses

It is helpful in considering your application if your longer responses to questions are concise and fit in the box provided on the form. However, the boxes can expand if necessary.

5. Questions 11–13

Please indicate how the project is managed and governed. For example, whether there is a board of trustees or a managing committee. If the project is a registered charity please give details.

6. Questions 14 & 15

Please use **only** the space provided to give concise responses. These will be expanded upon in later questions.

7. Question 16 & 17

You may find it helpful to refer to the Simmons grants description document which describes QPSW Simmons Grants in drafting your responses. If this is an existing project you should attach a recent report to this application and refer to it in your response to Question 16. Similarly, if a formal project budget is available you should attach it to this application and refer to it in your response to Question 17. Any attachments will also be listed in Section E.

8. Question 18 & 19

If this is an existing project you should attach a copy of the latest summary accounts to this application and refer to it here. Such attachments will also be listed in Section E. Please note the normal maximum grant allocations available that are outlined in the Simmons grants description document. Enter the figure requested for 2023.

9. Question 20

The Finance Department at Friends House has considerable experience in transferring funds to projects overseas. We will do our best to aid efficient and economic processes. Advice is available.

10. Questions 21–41

If there is an existing project bank account (or accounts) into which any grant allocated may be paid please give details here. Note that type of account and its location will affect appropriateness of Sort code / Swift code / IBAN as alternatives. The contact person is likely to be the financial administrator or treasurer of the project but should be a signatory to the account. Grants will not normally be paid into individual private accounts.

11. Sections E & F, and form submission

You may have several documents to submit in addition to this form.

These **might** include minute(s) of support, further background or publicity material for the project, project budget, report and summary accounts for an existing project.

It is preferable if each of these is in pdf format but text documents may be submitted in Word format (.doc or .docx) if necessary. Financial documents may be submitted as Excel files (.xls or .xlsx) if necessary but please ensure that summary pages can be viewed/printed easily in A4 format.

It would be helpful if you could rename each of the files that you are submitting with this application to start with the Reference Code that you have created for the project (See note 1). **The filenames that you are submitting with this application will appear in Section E.**

Now sign (by typing your name) and add the date into Section F.

Please make sure you read and check your application form before submission. You will receive a copy of the form for your records. It will be sent to the email address you entered on the form.

If you have any questions or do not receive a copy of the form, please email:

grants@quaker.org.uk