

Application guidelines

These guidelines are for organisations that have been invited to submit a Stage 2 application under the Health & Disability programme. Please log in to your account on our online application system where you will find a link to submit your Stage 2 application. This link is only made available once you have been invited to apply to Stage 2 of our application process.

If there have been any significant changes to your project since you submitted your Stage 1 application, please get in touch with your primary contact for the application (identified in your invitation email) who will be happy to advise you.

These guidelines are regularly updated so please [check our website](#) to make sure you are following the latest version.

Deadlines

Stage 2 applications should reach us by either **1 March** (for a June decision) or **1 September** (for a December decision). Invitations to Stage 2 remain open for three funding rounds, unless another deadline date has been agreed. Your invitation email will specify the latest round in which you can submit a Stage 2 application.

Content

Your Stage 2 application should contain the following information, as well as any additional details requested in your invitation email.

1. Cover letter

A cover letter addressed to our Chief Executive, Paul Ramsbottom, and signed by the Chief Executive or equivalent of your organisation. This should be no longer than one page.

2. Organisation profile

- a) A short introduction to the organisation including its history, notable achievements, current aims and future plans.
- b) A description of the selection and/or referral policy for users of the facility, where appropriate.
- c) Details of your regulatory body and the most recent inspection. If this is not applicable, briefly explain why the organisation is not regulated.
- d) Details of the body/bodies that you report to on safeguarding and details of the person responsible for safeguarding for the project. You should declare whether there have been any significant safeguarding incidents within the past year and give details of how frequently the policy is reviewed. If you have a safeguarding policy, you should upload this in the online application system.
- e) Information about any evaluation of the service, including its outcome.

3. Project Details

a) Brief summary

The email inviting a Stage 2 application may indicate specific spaces or equipment on which your

application should focus. If so, this section should focus on these, presented in the context of the wider project. If the project is not based at the organisation's main address, please make clear the location of the project.

b) Clear evidence of the need for the project

Explain whether the project is a new initiative or an expansion of existing services. You should describe what other provision is available in the area, and who your organisation is working with or whether there are plans for collaborative working.

c) Aims and outcomes

Describe up to three aims and outcomes for your project, providing specific detail of what will be achieved and how. At least one of these should reflect the Wolfson Foundation's aims below:

- Increased access to services for new and existing users
- Improved quality and range of services
- Improved future sustainability of the organisation.

Please ensure that you describe your aims and outcomes crisply and concisely, making a clear link to the use of the building or equipment you are applying for, and using 'SMART' (specific, measurable, achievable, realistic, time-bound) language as well as giving baseline data. If your application is successful, you will be asked to report on the project's progress towards these aims. More information on reporting is available at www.wolfson.org.uk/grant-holders/reporting.

d) Project timetable

Give an indication of the timeframe for your project (i.e. when work will start and finish or when purchases will be made and equipment installed). Your project should not be completed by the time a funding decision is made.

e) Artist's impression of the completed project, if applicable

We suggest you include three to four relevant architect's drawings or floor plans, which can be included within the main body of your proposal. Longer technical attachments are not usually required.

f) Ownership, lease and planning permission details

If the building is leased, specify the length of the lease. Explain whether planning permission/consents are required and if so when they were obtained. Unless otherwise agreed, planning permission should be in place before submitting your Stage 2 application.

If we have agreed exceptionally to consider an application before permission is in place, you should include a brief note explaining any pre-planning processes or consultations that you have been through and the current timetable for securing the necessary permissions/consents. You do not need to refer to the exception agreed, as we will confirm this as part of the review process.

4. Finance

Note: Please do not request a specific amount or make a 'funding ask' in your application. This is because we want to understand the whole project to help us assess where we might be able to support you.

An example of how to present your project's financial information is available at www.wolfson.org.uk/finance.

a) Total project cost and breakdown

The breakdown of costs should list the cost of each element/stage, with VAT shown separately. Only irrecoverable VAT costs should be provided. If the precise figure(s) for irrecoverable VAT are yet to be confirmed, give a best estimate of what might be irrecoverable with a short explanatory note. For phased projects, the cost of each phase should be given, as well as the total project cost. Give specific figures for all costs and do not round them. Your budget can include an allowance for contingency and inflation; if so, please make clear how you calculated these.

We ask you to provide a full cost breakdown so that we can understand the total cost of the project to the organisation. However, if your application is successful, funding can only be claimed against eligible costs. Our grants do not cover overheads, administrative costs and VAT.

b) Funding options

Highlight elements of the project to which a grant might be allocated, including their cost, e.g. specific rooms or areas, fixtures or fittings, or equipment. Irrecoverable VAT should be shown separately. While we do not ask you to request a specific amount, the Foundation may link an award to one of these areas.

c) Fundraising summary

List the amount and source of funds already received and/or pledged, and the plan for raising the balance. For phased projects, present the funds raised towards each phase. If funds are not restricted to a particular phase this should be indicated. Please also include the dates of any forthcoming funding decisions. Unless otherwise agreed, we only consider applications when at least 25% of the necessary funds have been raised, although we do not require any match funding for a project costing up to £80,000. Match funding may include funds raised towards elements of the capital project that are not eligible for Wolfson funding (e.g. VAT), but non-capital expenditure such as staffing costs cannot be counted as match funding.

d) Running and maintenance costs

You should state whether your running and maintenance costs are expected to change. If so, explain how they will change and describe how you will meet any increase in costs.

e) Assurance that the project has been/will be subject to competitive tender

We expect that projects are put out to competitive tender.

If we require any additional financial documents to support assessment of your application, these will be requested in your invitation to Stage 2. They should be uploaded separately via the online application system – you do not need to summarise them or refer to them in the application itself.

Format

Applications should be **no longer than six pages** (excluding cover letter and any appendices).

You can attach technical or further information as appendices, for example, images, building plans or evaluations. We appreciate appendices being as concise as possible. Do not send attachments which we have not asked for in the e-mail inviting you to apply.

Applications must be standalone documents (i.e. not reliant on information previously provided or contained in other documents such as annual reports or websites).

You should try to avoid using hyperlinks as far as possible. Your application should contain all relevant information without linking to other webpages.

Submission

Applications should be uploaded via our online application system.

The submission should comprise:

- A PDF which combines the cover letter and main application (i.e. numbered items 1–4 above)
- Any supporting documents which we have requested as separate attachments (safeguarding policy, business plans, financial forecasts)

Applications that do not meet these guidelines may not be accepted.

Review process

Your application will be assessed by independent expert (or 'peer') review before being considered by our [specialist panel](#) who make recommendations to the [trustees](#). We will also undertake a separate financial review of your organisation.

Nominated reviewer (optional)

You may choose to nominate a reviewer whom we will approach as part of our expert review process. This person should be independent of your organisation, not receive any funds from it or be involved in a governance capacity (e.g. trustee or committee member). They should have some knowledge of the project, be aware of the application to the Wolfson Foundation and be able to provide a helpful perspective on the project and its merits, either as someone from within the relevant sector, or who knows the local area where you operate. For example, you could nominate a GP or commissioner who refers to your project; however, a parent whose child is a service user, a charity ambassador, or the architect who is overseeing your building works, would have a conflict of interest.

Please provide their name, address, phone number and email address via the online application system. Their details should not be included in the application itself.

If you are unsure whether someone is appropriate to nominate (e.g. if you think there could be a conflict of interest) please get in touch and we will be happy to advise you.

You do not have to nominate a reviewer, and your Stage 2 application will not be disadvantaged if you choose not to, as we send all applications to our own independent reviewers.

Feedback

During the review process we may ask you to supply further information or respond to questions. We may get in touch at any point during the process but, if any questions have been raised by reviewers, we will normally contact you in April (for a June decision) or October (for a December decision). We may also ask you for an update on e.g. pending funding decisions or the planning permission process.

Further information on our review process is available at www.wolfson.org.uk/funding/application-guidance/review-process.