Proposal: Guidance and Sample Form

Updated: 8 January 2024

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| If you have been invited to submit a proposal, you will be able to do this using our online application system. * This document outlines what is contained in the online Proposal form, so you know what to expect when you complete the form.
* The online Proposal form itself is split into five sections.

All questions are mandatory unless specified otherwise. |

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# Page 1: Guidance

You have been invited to submit a proposal. Please read our email and the guidance support carefully as it contains guidance on all the information we need from you.

**You do not have to submit the proposal in one go**.

* You can select 'Save as Draft' at the bottom of page 5, however, this does require you to fill in all required fields (you can put in X or 0 as placeholders).
* This will save all the information you have entered and allow you to access the form at a later date to make further amendments.
* We would suggest you favourite/bookmark this so it is easy to get back to the form. If you close your browser before saving your information will be lost.
* Once you select 'Final Submit', you will no longer be able to edit your application.

By progressing with this form, you are confirming that you have the authority to submit a proposal to Esmée Fairbairn Foundation on behalf of your organisation and that all details provided are correct to the best of your knowledge.

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| **Question** | **Answer** |
| Please confirm if you wish to upload a document of your proposal or would prefer to complete this form | Choose from:* + - Complete form
		- Upload a proposal document

If you choose ‘Complete form’ you will have additional questions to answer on page 4 about the work you’re seeking support for. |

# Page 2: Information about your Organisation

| **Question** | **Answer** |
| --- | --- |
| Total income in the last financial year | Free Text box: enter numbers only – no £ signs |
| Legal structure | Dropdown bar, choose from:* Building Society
* Charitable Incorporated Organisation (CIO)
* Community Benefit Society
* Community Interest Company (CIC)
* Company Limited by Guarantee
* Company Limited by Shares
* Cooperative
* Credit Union
* Industrial & Provident Society (IPS)
* Limited Liability Partnership
* Other
* Unincorporated Association
* University
 |
| Date the organisation was established | Free Text box |
| Are you a registered charity | Choose from:* Yes
* No

If you select ‘Yes’, you will need to enter your Registered charity number. |
| As an organisation, do you pay all your staff the real Living Wage*Esmée is a* [*Living Wage Funder*](https://esmeefairbairn.org.uk/our-support/living-wage-funder/)*, which means that we encourage all organisations we fund to pay the UK* [*Real Living Wage*](https://www.livingwage.org.uk/what-real-living-wage) *as a minimum.* | Choose from:* Yes
* No
 |
| Staff  | Free Text box: enter the number of full-time equivalent staff members |
| Trustees | Free Text box: enter the number of trustees or directors |
| Volunteers (if applicable) | Free Text box: enter number of volunteers |
| Project Description | Free Text box: describe your project in one sentence |
| Requested type of support | Dropdown bar, choose from:* Core costs
* Project costs
* Unrestricted
* Delegated grant-making
 |
| Organisation name | Free Text box: enter the relevant information |
| Legal entity name | Free Text box: enter the relevant information |

# Page 3: Your organisation’s financial details

|  |  |
| --- | --- |
| **Question** | **Answer** |
| When if the end of your Financial Year | Free Text box: enter Day and Month e.g. 1 April |

Please fill in the table below giving us financial details of the previous financial year, the current financial year, and the next financial year.  The current year and next year should be based on your organisational income & expenditure budget.

We understand that everything is up in the air for a lot of organisations in the wake of COVID-19, so please enter financial information for next year to the best of your knowledge. If you're not able to provide this, you can enter '0' in the relevant boxes and the Funding Manager will follow up with you.

If you are a new organisation and did not have a budget in the previous year, please also enter '0' in the appropriate boxes.

## Income and expenditure

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| **Previous Financial Year** |
| FY – enter the year e.g 2021-2022 |
| Income (£) – enter number to 2 decimal places, do not include £ signs or commas |
| Expenditure – enter amount  |
| Surplus / Deficit – enter the number for your Income minus Expenditure |
| Net Assets – enter number from your balance sheet |
| Net Current Assets – enter number from your balance sheet |

|  |
| --- |
| **Current Financial Year** |
| FY – enter the year e.g 2022-2023 |
| Income (£) – enter number to 2 decimal places, do not include £ signs or commas |
| Expenditure – enter amount |
| Surplus / Deficit – enter the number for your Income minus Expenditure |

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| **Next Financial Year** |
| FY – enter the year e.g 2023-2024 |
| Income (£) – enter number to 2 decimal places, do not include £ signs or commas |
| Expenditure – enter amount |
| Surplus / Deficit – enter the number for your Income minus Expenditure |

# Page 4: Key Application Information

## Funding requested

| **Question** | **Answer** |
| --- | --- |
| How much are you applying for | Free Text box: enter numbers only, do not include £ signs |
| Total funding requirement | Free Text box: enter numbers only, do not include £ signs. Note: this depends on what you are requesting funding for. For example:Project costs – total cost of the strand of work or post asking us to fund.Unrestricted – organisational expenditure budget for the duration of the requested period. |
| Request period in months | Free Text box: enter numbers only, e.g. 48 |

## About the work

For those choosing ‘Complete the form’ on Page 1, you will need to tell us about the work you’re seeking support for in this section. Each question has a Free Text box for you to enter your response.

Those choosing ‘Upload a proposal document’ will go straight to the section on Diversity Equity and Inclusion. Remember to check the guidance for what your proposal document needs to include.

|  |  |
| --- | --- |
| **Question** | **Answer** |
| About you | Please provide a summary of the organisation - its origins, major milestones, experience of working strategically and influencing. |
| Alignment with Esmée | Please use this section to tell us about how your work or future plans align with our impact goals and five-year priorities. |
| Support | 1. State, in a sentence, what you would like us to support.
2. Please state the amount of funding you are requesting from us and over what period.
 |
| The Work | 1. What do you plan to do with any funding we provide?
2. Why do you believe the approach you will take, and your planned activities are the right ones to achieve the intended impact?
3. Who do you work with or who else do you think needs to be supported to make your goals successful?
4. What risks have you identified and how will these be mitigated.
 |

## Diversity, Equity and Inclusion (DEI)

**Why are we asking about DEI?** We think it's a key responsibility for us as a funder to influence more inclusive practice in the sectors and organisations we support. We are interested in hearing about current challenges and any changes you are looking to make. By learning about the progress of those we fund, we will be able to share good practice with others. We also want to support organisations that have further to go on DEI who are keen to improve their practice.

|  |  |
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| **Question** | **Answer** |
| Tell us about your approach to DEI within your organisation, through your work. | Free Text box: enter your response.  |

## Outcomes

Using the boxes below, set out up to three outcomes you will hope the work to achieve and which contribute to the Foundation's impact goals and five-year priorities. Please use no more than 25 words to describe each one. These can include your response to COVID-19.

You should provide no more than 2 progress indicators for each outcome, each of which to be described within one sentence. We appreciate that, at the moment, it may be hard to set indicators and that these are unlikely to be met during the first year of the grant and possibly longer. If you are successful, then your Funding Manager will revisit outcomes and indicators with you later.

Please read the guidance and examples of what we are looking for our website:

* [Why we use outcomes and indicators](https://esmeefairbairn.org.uk/our-support/grants/outcomes-and-indicators/)
* [Example outcomes and indicators](https://esmeefairbairn.org.uk/our-support/grants/outcomes-and-indicators/)

Note: If you copy and paste from Word or elsewhere, there may be formatting issues you can't see. Please type directly into the boxes and add each new indicator on a new line. Each box is a Free Text box.

|  |  |
| --- | --- |
| Key Outcome 1 | Outcome 1 Progress indicators |
| Key Outcome 2 | Outcome 2 Progress indicators |
| Key Outcome 3 | Outcome 3 Progress indicators |

# Page 5: Document attachments

## Attaching documents

Please attach the documents requested using the upload links below. These will appear by selecting ‘Final Submit’ at the bottom of this page.

Only one document can be uploaded in each link. You will have the option to attach an additional document if needed.

Please ensure the attached are final – this form will be closed once ‘Submit’ is pressed.

| **Attachments**  | **File name** |
| --- | --- |
| Your Proposal.Note: this will only appear if you selected ‘Upload proposal document’ on Page 1. | Please ensure that the file attachment name is P*roposal.* |
| A copy of your latest approved annual report and accounts. | Please ensure that the file attachment name is *Annual report and accounts.* |
| An income and expenditure budget for the organisation for the current financial year - we are aware that it is likely these figures will change as the year progresses.  | Please ensure that the file attachment name is *Income and expenditure budget.* |
| A copy of your safeguarding policy. | Please ensure that the file attachment name is *Safeguarding policy.* |
| A set of management accounts covering the last financial year if you do not yet have an audited version (if applicable). | Please ensure that the file attachment name is *Management accounts.* |
| If the application is for a project, a budget identifying the specific items you would like us to fund and, if appropriate, any other funding secured, who else you are approaching for funding, and when you will know the outcome of those applications.  | Please ensure that the file attachment name is *Budget and funding.* |
| A copy of your Constitution, Memorandum and Articles of Association or other rules (only if you are not a registered charity and you haven’t already submitted this).  | Please ensure that the file attachment name is *Constitution.* |
| Additional document: Do you have an additional document to upload?  | Choose from:* Yes
* No

An upload button will appear after selecting ‘Yes’. Please ensure that the file is clearly named to indicate the content. |

## Save Status

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Select your Save Status | Choose from:* Save as Draft – allows you to use the same link to revisit your form and update information.
* Final Submit – allows you to attach documents and submits your form. You cannot update information.
 |

After making your choice, press ‘Submit’ to confirm your choice. It will take you to a ‘thank you’ page when it has been processed successfully.