

Q&A for **DOFE MANAGERS**



Grants for community organisations



**ACCESS
WITHOUT
LIMITS**

POWERED BY THE JULIA & HANS RAUSING TRUST

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APPLICATION

Q: Is my organisation eligible to apply?

The eligibility criteria for organisations can be found here [Access Without Limits - community - The Duke of Edinburgh's Award \(dofe.org\)](#), and further information can be found by contacting us at georgina.harper@DofE.org. Please contact us if you wish discuss the eligibility criteria.

Q1: When can we apply for funding?

The grant will be open for applications from the 4th July 2022. There will be a grant panel every 3 months, the deadlines for grant submissions in the initial 12 months will be as follows (we may add additional panel dates in if we have a large number of applications):

- 5pm July 31st, 2022,
- 5pm Oct 31st, 2022,
- 5pm Jan 31st, 2023,
- 5pm April 30th, 2023

Once you have spoken with your local operations officer, who will help with the grant application, they will also support your DofE licence application. As per the terms and conditions of the grant, failure to licence within three months of receiving funding may result in the grant being reclaimed in full.

Q2: How do we apply for funding?

Organisations apply for the funding through a grant application. This process takes place via the online platform, DocuSign. Your Operations Officer will work closely with you to obtain the necessary information and help complete the grant application on your organisation's behalf.

It is important to make your application as accurate as possible as, once the grant application has been approved, it is not possible to make changes for year 1 (Year's 2 & 3 can be updated at the end of each preceding year). Any funding left unspent, or Participant Places left unallocated, will be claimed back as per the terms and conditions of the grant.

Documents on DocuSign are encrypted, and a complete audit trail is maintained.

Q3: How long will it take to receive the funding?

A grant panel will take place within three weeks of the submission deadline, where a decision will be made on the application and how much should be awarded. Your organisation will be notified of the outcome of this and receive a direct payment from DofE after approval. A payment run takes place at DofE every Thursday, your organisation should receive funds into its bank account the next working day. Please get in touch with your Operations Officer if it appears that you have an outstanding payment, the weekly payment run has passed without receiving funding, or if your organisation cannot locate the money.

Grant application continued

Q4: If we engage more Leaders, can we get additional funded training places?

Once funding has been awarded for year one, the amounts cannot be altered. However, you will have an opportunity to revise your funding application for years 2 & 3, provided you keep within the total amount (£10,250).

Q5: Should equipment costs include or exclude VAT?

You should only include VAT on your application if your organisation is unable to reclaim these costs and indicate this in the application form.

We would recommend using an [online VAT calculator](#) to confirm totals where costs are less VAT.

Q6: Does the organisation bank account name need to match the organisation's name?

It may be the case that your organisation's bank account differs from the organisation's name, for example if it is part of a wider organisation and funds are managed centrally. However, the bank account name given on the application form must directly match the bank account name on the statement provided as evidence. A disparity between the two would cause the application to be rejected.

Q7: What evidence of the organisation's bank details will you accept?

To ensure grant payments are paid correctly and to ensure appropriate anti-fraud measures are in place, evidence of the organisation's bank details should be included with the application form.

We will accept a scan of a recent bank statement (within 3 months), which includes the bank account name, bank/building society name, sort code, and account number. The transactions on the statement can be excluded for confidentiality purposes.

Reporting REQUIREMENTS

Q1: What is an Action Plan?

An Action Plan is a document that sets how the Licensed Organisation or Centre will develop over the first year. DofE Managers work with their Operations Officer to create their initial Action Plan, which will then be updated and re-submitted as part of the annual reporting requirements.

Q2: Will you remind me when I need to complete the grant monitoring form?

The due date for your monitoring form is 12 months after your grant application approval. Your Operations Officer will be in touch ten months after your approval date with the template; you will then have two months to complete and return the form. If you would like to request the monitoring form ahead of time, you are able to do so.

Organisations are only able to apply for Year 2 funding on completion of a Year 1 monitoring form (and may make changes from the indicative budget they provided at the start of the grant), which is then reviewed and approved by the DofE.

OF THE PROJECT

Q: Can I amend the funding for year 2 or 3?

You must give a detailed breakdown of year 1 costs when you apply for funding (which cannot be altered), and indicative figures for years 2 and 3. At the end of year 1 and year 2 you will have an opportunity to revise your application, provided the total amount applied for does not exceed £10,250.

Q1: I applied for Year 1 funding and have enrolled the first cohort. Do I have to wait exactly one year to enrol my next cohort with funded participation places – or can I enrol them sooner via Year 2 funding application?

If organisations have used all their funding and participation/training places from Y1 funding, then they are able to request the annual monitoring form from your Operations Officer earlier. If organisations have successfully completed their monitoring report, then they are able to apply for Year 2 funding, without waiting for a full year.

However, Year 2 funding must be used in a different financial year.



Q2: If we do not use all the funded Participation Places by the end of the year, can we keep them for Year 2?

Unfortunately, not. Organisations have 12 months from the grant application approval to enrol all participants. Any places left unallocated at the end of the year will be reclaimed as per the grant terms and conditions.

Please make sure to work with your Operations Officer to request an accurate number of funded Participation Places as part of your grant application process.

However, organisations will be able to update their application for Year 2 funding at the end of year 1, which can also include changes to Participation Places.

Q3: If we can't draw down the full expedition kit budget in the Year 1 application due to a small first cohort, can we apply for the rest in Year 2?

Yes. Though we will need you to outline in your end of year report why the money was not spent in year 1, and to amend the submission for year 2.