

Q&A for Joint Award Initiative **MANAGERS**

**Grants for community
organisations**



**ACCESS
WITHOUT
LIMITS**

POWERED BY **JULIA & HANS RAUSING**

THE
JULIA AND HANS RAUSING
TRUST

APPLICATION

Q1: Is my organisation eligible to apply?

The eligibility criteria for organisations can be found here dofe.org/access-without-limits/community/ni/ or at theawardni.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.

Q2: When can we apply for funding?

The grant launched for applications on the 4th of July 2022, and applications can be accepted up to the 31st December 2024. We review applications on a rolling basis. However, we have a limited amount of funding and can only support a set number of organisations each year. The first step is to contact us directly to discuss your eligibility (email us at Georgina.harper@dofe.org). You'll be put in contact with your local team, will explain our funding and licencing process, as well as outlining our standard due diligence checks.

Q3: How do we apply for funding?

You'll need to first contact us to discuss your eligibility for the project and apply for a DofE licence. Once approved for a licence, organisations can then apply for funding. Your local operations officer will support this process. Your Operations Officer will work closely with you to obtain the necessary information and help complete the licence and grant applications on your organisation's behalf. It is important to make your application as accurate as possible as, once the grant application has been approved, we cannot change the amount awarded. Subsequent years can be updated at the end of each preceding year. Any funding left unspent, or Participant Places left unallocated in a project year will be claimed back, or transferred to the next year, as per the terms and conditions of the grant. Documents on DocuSign are encrypted, and a complete audit trail is maintained.

Q4: How long will it take to receive the funding?

The first step of the process is to apply for a licence. During this step we will carry out some due diligence checks around your governance, safeguarding and financial information. This step can take up to 30 days to complete. Once approved for a licence you can apply for funding, your DofE operations officer will help with both steps. We may have questions for you based on your grant application, and we will need to verify your bank details. We aim to complete the whole process within 8-12 weeks.

Once approved for funding, you will receive a direct payment from DofE and we will set up participant places for your young people. A payment run takes place at DofE every Thursday, your organisation should receive funds into its bank soon after your grant has been approved. 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.

Q5: If we engage more Leaders or young people, can we get additional funding or participant places?

Once funding has been awarded for year one, the total amount cannot be altered. However, you can request changes to how you spend the agreed budget, this should be in writing via your operations officer.

In addition, at the end of each project year, you will submit a request for the subsequent years funding, provided you keep within the total amount (£10,250) and all funding must be spent by the 31st March 2025.

Q6: 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.

Q7: 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.

Q8: 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, address where statements are sent, sort code, and account number. The transactions on the statement can be excluded for confidentiality purposes.

We will also ask that a second signatory for your bank account verifies the bank details, this should normally be a Trustee or Director listed on your public records (such as Companies House or The Charity Commission).

REPORTING

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. Joint Award 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 Award.

FUNDING IN YEARS 2 AND 3

Q1: Can I amend the funding for year 2 or 3?

You will need to provide a breakdown of year 1 costs when you first apply for funding. Once awarded, the amount awarded that year cannot be altered, but you can request changes to how you'll spend the grant. This should be in writing, via your operations officer. At this stage, we won't ask you for any detail for future years. But, at the end of each year, we will ask you to submit a funding request for the following 12 months, provided the total amount requested does not exceed £10,250 and we cannot award funding after March 31st, 2025.

Q2: 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.



Q3: If we do not use all the funded Participation Places by the end of the year, can we keep them for Year 2?

If you have unused places at the end of year 1 and remain in the programme for a second year, then we can transfer the unused places in year 1 into year 2. This will be via your end of year reporting and year 2 grant request. At the end of your funded period, we will have to reclaim any unused places.

Q4: If we have not drawn down the full amount awarded in the Year 1 application, can we transfer the underspend to 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. The end of year report forms will automatically calculate any underspend accrued.

Please note that all funding must be spent by the 31st March 2025 and any unused funding at this point will need to be reclaimed as per the grant terms and conditions.