

GRANT-MAKING GUIDANCE

Grant Application Process

1. Your organisation must be licensed to deliver the DofE to be eligible to apply for a grant.
2. Your Operations Officer will have identified if you are eligible to apply for a grant, from which fund, and outlined the details of the support available. Please ensure the Licensed Signatory is happy for you to apply on behalf of the Licensed Organisation and that they also know that they will need to review and approve the application.
3. Your Operations Officer will complete several pre-identified key fields on the application form, via [DocuSign](#).
4. You will then receive an email from DocuSign (dse@eumail.docusign.net) asking you to review a document – please click 'Review Document'. If you do not receive an email when you expect to, please check your junk folder, firewalls and then speak with your Operations Officer. We recommend that you add this email address to your safe senders list to minimise the chance of it going into your junk folder.
5. With support from your Operations Officer, please complete the grant application form. Appendix A below provides further support. We recommend working through a word version of the application form with your Operations Officer in the first instance and then copying the information into DocuSign. **NB: You will not need to have a DocuSign account to complete this. DocuSign does not offer the functionality to edit applications after submission, so please take extra care to ensure that the information you provide is correct. An error, of any sort, will lead to the application being rejected.**
6. After completing the application form, you will need to sign electronically, to confirm that the grant application is accurate and that you accept the terms and conditions.
7. The grant application will now follow the designated sign off chain. The organisation's Licence Signatory is also required to review and sign electronically, agreeing to the application before funding can be released. **NB: The Licence Signatory takes overall responsibility for agreeing to all terms and conditions associated with the grant application on behalf of the Licensed Organisation.**
8. When the grant has been approved by the Programme Manager, you will receive an automated e-mail from DocuSign to alert you that the application is approved in principle pending DofE Finance approval. **NB. An application can still be rejected at this stage by our Finance team.** If successful, once your funds have been transferred, you will receive another automated e-mail to confirm the grant has been fully approved.
9. If you need to see the status of the grant application at any point please contact your Operations Officer. **NB: Licensed Organisations must start a new application form for each Centre under their DofE Licence, that they are applying for support for, and they must start a new application for each fund they are applying to for support.**



Appendix A

Completing the grant Application Form

This is general guidance, please speak to your Operations Officer for further detail about specific fund criteria.

Fund

Fund name	Completed by the DofE
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Licensed Organisation

Name	Completed by the DofE
Address	Completed by the DofE
Postcode	Completed by the DofE
Country	Completed by the DofE
Licence Issue Date	Completed by the DofE
Are you applying on behalf of a Centre under your DofE Licence?	Completed by the DofE
If yes, Centre Name	Completed by the DofE

Eligibility

Has the Licensed Organisation terminated a previous licence in the past 6 months?	Completed by the DofE
Has the Licensed Organisation enrolled a young person to do their DofE in the previous two years from application date?	Completed by the DofE
Licensed Organisation type	Completed by the DofE
IMD status of the Licensed Organisation	Completed by the DofE
At the DofE we want to be accessible for all. Please tell us about the groups of young people that will be able to access DofE who would not otherwise be able to do so because of the grant.	Please provide indicative information about the young people that you think will benefit from the grant.

Eligibility continued

Expected number of young people	You need to place a cross in the relevant boxes and add in the number for each relevant group of participants.
Those who have additional needs	
Those who are deemed 'at risk'	
Those who receive Free School Meals	
Those who are eligible for Pupil Premium/Pupil Equity Funding	
Individuals at risk of exclusion from education	
Those who are looked after or in care	
Young people responsible for caring for someone else	
Parents under the age of 18	
Individuals whose first language is not English, Welsh, Irish or Gaelic	This includes Irish Gaelic and Scottish Gaelic
Asylum Seekers	
Refugees	
Individuals in custody	
Other, please specify	
Expected total number of young people that will benefit	Some young people may meet multiple criteria above, so this figure should reflect the total number of young people you expect the funds to support.

Funding

Are you able to reclaim VAT?	Please speak with your Finance team to confirm and ensure you check your funding request against a VAT calculator (e.g., Online VAT Calculator) to ensure accuracy of request.
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All costs should exclude VAT, unless you are unable to reclaim VAT.

If you are registered with HM Revenue and Customs and able to reclaim VAT, you **MUST NOT** include it in the amounts below as we cannot fund it. If you are not registered, you can include VAT within your costs.

Participation Places requested	Number	Cost
Bronze	Please ensure you check what funding is available including any maximum amounts before applying. Your Operations Officer will be able to provide this information. We will only allocate participation places to a Licensed Organisation. If you are applying on behalf of a Centre, it is the Licensed Organisation's responsibility to distribute the places to the specified Centre.	£ (auto calculated)
Silver		£ (auto calculated)
Gold		£ (auto calculated)
Total Participation Places requested	£ (auto calculated)	
DofE Licence Fee support requested?	Yes / No (Completed by the DofE)	
Annual DofE licence fee cost	Completed by the DofE	
Licence fee support requested (%)	Completed by the DofE	
Total DofE Licence fee support requested	£ (auto calculated based on fee and %)	

Bursaries / Adult training / Equipment and Incidentals Funding

Is funding requested for participant bursaries ?	Yes/No as appropriate based on organisation need and fund eligibility.
How many young people is this expected to directly support?	Please provide your best estimate.
Please outline the purpose of these bursaries including a breakdown of how these will spent.	<ul style="list-style-type: none"> Your Operations Officer will advise the max amount you can claim per young person if you are eligible to claim participant bursaries. Items requested must be used to support the participation of individual marginalised young people and not the wider group. Please breakdown the costs to show what the funding will support. For example, a Young Person Bursary for 10 participants may include: transport costs to/from expedition @ £10 per participant = £100, AAP costs @ £90 per participant = £900 - Total support = £1,000 Please speak to your Operations Officer about what we are able to fund.
Total request: participant bursaries	£ This should match the total Bursaries for Young People exactly. See note above re. VAT.



Bursaries / Adult training / Equipment and Incidentals Funding continued

Is funding requested for training bursaries for DofE Leaders ?	Yes/No as appropriate based on organisation need and fund eligibility.
How many adults is this expected to directly support?	Please provide your best estimate.
Please outline the purpose of these bursaries including a breakdown of how these will spent.	Typically, we will support relevant NGB courses, please speak with your Operations Officer. Courses must be: <ul style="list-style-type: none"> • Competitively priced • Clearly linked to DofE delivery to young people • Please provide the name of the course and the total cost of the training • Please ensure you check what funding is available including any maximum amounts before applying. Your Operations Officer will be able to provide this information.
Total request: training bursaries for DofE Leaders	£ This should match the total Training Bursaries provided exactly. See note above re. VAT.
Is funding requested for Sectional Equipment ? Funding that supports the sections of a DofE programme; Volunteering, Physical, Skills, Expedition and Residential.	Yes/No as appropriate based on organisation need and fund eligibility.

Please provide a list of equipment requested.

Please ensure that all individual calculations are correct and sum to the total amount requested. Any discrepancies will result in the application being rejected. Please check the Fund Specific Guidance to ensure you provide the right level of detail in this section.

Please note:

- Items must be reusable equipment.
- Items requested must be owned and retained by the Licensed Organisation.
- There must be a clear link between the equipment and the specified sectional activity.
- The equipment must represent value for money and be competitively priced.

Please categorise items to ensure that all equipment requested is accounted for in the 15 lines available and is clearly labelled for each section. e.g., instead of requesting:

5 x waterproof jackets @ £15 = £75, 5 x waterproof trousers @ £15 = £75

You could condense this to - Expedition Section - Waterproof jacket + trousers / £15 + £15 = £30 / 5 / £150

Item	Item cost	Quantity	Total
			£ (auto calculated)
			£ (auto calculated)
Total request: sectional equipment	£ This should match the total list of equipment provided exactly. See note above re. VAT.		



Bursaries / Adult training / Equipment and Incidentals Funding continued

Is funding requested for any other areas/ incidentals ? Please see Fund Guidance for further information.	Yes/No as appropriate based on organisation need and fund eligibility.
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Please provide a list of incidentals.

Please see the application guidance for further information.

- Please ensure that you speak to your Operations Officer to understand what areas your organisation is eligible for, if anything, under incidentals.

Item	Item cost	Quantity	Total
			£ (auto calculated)
			£ (auto calculated)
Total request: incidentals	£ This should match the total list of equipment provided exactly. See note above re. VAT.		

Summary of funding

Total Participation Places requested	£ (auto calculated)
Total Licence Fee Support requested	£ (auto calculated)
Total participant bursaries / adult training bursaries / equipment and incidentals funding requested	£ (auto calculated)

Impact

There is a 4,000-character limit. If the statement is too brief, it may cause the application to be rejected. This section should be driven by the Licensed Organisation. To help, please see below for prompts.

Please describe how the requested funding will have a direct impact on the participants undertaking their DofE within your LO, including how the grant will ensure inclusive, equitable access to the DofE for all young people and improve the sustainability of the DofE delivery beyond the life of the grant?	<ul style="list-style-type: none"> Removing or reducing barriers, financial or otherwise. Who will benefit from the funding, and how? This could be at participant and/or organisational level. How is funding making the Award accessible for all? How is your organisation actively encouraging young people who experience marginalisation to take part in the Award? How do you plan to embed and expand the Award in your organisation?
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Please take extra care when completing this section and ensure you have confirmed the details with your Finance team before submitting the application. Incorrect financial information will lead to the application being rejected.

<p>Please upload a copy of the Licensed Organisation's bank/building society statement including the bank/building society's header (e.g., Halifax), account name, sort code and account number. This must be dated within 3 months of the application date and must not be more than 6 months old when the grant (if approved) is paid. The transaction list may be blanked out.</p> <p><i>If your Organisation is unable to provide a bank statement, please discuss this with your Operations Officer prior to submitting the application.</i></p> <p>We will accept a downloaded online bank statement if this is all you can provide to meet this requirement. Due to not being dated, we are not able to accept paying slips and cheques.</p>	<p>Attachment/ Upload Link</p> <p>Your Finance team will be able to provide this.</p>
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End of project report will be requested on	Completed by the DoF
Interim report will be requested on	Completed by the DoF

Terms and Conditions

Please read the T&Cs in full and raise any questions with your Operations Officer before signing to say you agree to them.

By submitting and approving an application for DofE grant funding, you, the DofE Manager, and the Licence Signatory are doing so on behalf of the Licensed Organisation detailed above and are agreeing that:

- The information provided in this form is accurate and truthful to the best of your knowledge, including the attached bank / building society statement.
- You have read the attached Terms and Conditions and will abide by them

Approval Stages

Role	Name	Email address	Approval
DofE Manager	Please input your details and select 'finish' to progress the application. Your electronic signature will act as evidence of your agreement to the contents of the application form including all Terms & Conditions. When you submit the application, please let the License Signatory know, if approved by the DofE Operations Officer and Manager, that they will then need to review and sign before the application can progress.		
Operations Officer	Completed by the DofE. Your Operations Officer will review the grant application ensuring that all details are correct and that the funding is appropriate for your Organisation. If there are any errors identified the Operations Officer will decline the application and advise on changes that could be made prior to potential resubmission.		
Operations Manager	Completed by the DofE. The Operations Manager will review the grant to ensure that the funding is appropriate and meets the Charity's local and national strategic objectives. If there are any errors identified the grant will be declined and the Operations Officer will advise on changes that could be made prior to potential resubmission		
Licence Signatory	The License Signatory will need to input their details and select 'finish' to complete the application. Their electronic signature will act as evidence of the Licenced Organisation's agreement to the contents of the application form including all Terms & Conditions.		
Programme Manager	Completed by the DofE. The Person Responsible for the Fund will review the grant to ensure that it fully meets the charity's policy and guidance documents for the specific funding. Should the application require any alteration the application will be declined, and the application will be restarted. If approved the application will then be processed and funding allocated. The charity aims complete this within 10 working days of the application being signed. Once payment has been made email confirmation will be sent to all parties.		