

GLFB Programme Fund Application Guidance Notes

About us

Working hand in hand with a diverse group of charities, the Greater London Fund for the Blind (GLFB) works across London to eliminate isolation and ensure social, cultural and economic inclusion. We fundraise from individuals and organisations, and then disperse those monies through our Programme Fund and to our Member charities, all of whom work with blind and partially sighted people

Whether it is ensuring that a child affected by sight loss can access education; offering employment skills training to a young adult; or funding yoga, cookery and Zumba classes for an isolated older person; our aim is to improve lives by transforming services and public attitudes.

What is the Programme Fund?

The Programme Fund is a discretionary fund that is available for work which supports blind and partially sighted people within the M25 area only.

What projects does the Programme Fund support?

While the fund welcomes applications to cover all aspects of living with sight loss, we are particularly interested in the following areas:

- Improving access to education or employment
- Supporting wellbeing and mental health
- Supporting independence
- Work with minority groups
- Eye care and prevention of sight loss
- Supporting blind and partially sighted people facing additional challenges (including, but not limited to those facing domestic violence, homeless people, refugees, care leavers, parents and carers)

Who can apply?

The Programme Fund does not support individuals. We support the following types of organisation:

- UK registered charities working in the UK
- Charitable Incorporated Organisations (CIOs)
- Educational establishments
- Social enterprises which are registered limited companies

How much you can apply for

While the strategic review of the programme fund is underway, we welcome applications for a one-off grant up to £20,000.

The application process

Please use the guidance notes in this document to complete and send us your project proposal. Your proposal should not exceed more than 5 pages excluding your accounts. There are notes to guide you through each section of your project proposal.

Once you have submitted your proposal, it will be reviewed by the Programme Fund and Partner Liaison Officer. If necessary, we will arrange a meeting to discuss your project further.

Keeping in touch and waiting times

Once your project proposal is received, we will be in touch if we need any further information or if we wish to arrange a meeting. However, if you do not hear from us, please be assured that your project proposal is being processed. We anticipate that it will take us approximately five months to give you a decision from when we receive your project proposal. If there is a change to this timeframe, we will let you know.

If you wish to contact us with questions about drafting your project proposal, please contact Khafsa Ghulam (Programme Fund and Partner Liaison Officer):

kghulam@glfb.org.uk

Drafting your project proposal

Read the guidance notes carefully.

Write concisely and clearly.

Proof read your proposal and make sure it is easy to understand from the perspective of someone new to your work.

You may include images, tables or graphs if helpful.

Your project proposal must not exceed more than 5 sides of A4, and include the following sections:

1. About your organisation (1-2 sides of A4)
2. Your project proposal (2-3 sides of A4)
3. Monitoring and evaluation
4. Your budget breakdown for the project

Please also attach a copy of your most recent annual accounts.

Guidance notes on each section:

1. About your organisation

This section should be 1-2 sides of A4 and should briefly describe:

Contact details for a named person and your charity/company registration number

Your organisation's vision and mission

The work or services you deliver

Any work you do with other partners, where appropriate

Details of your leadership and governance structure

2. Your project proposal

This section should be 2-3 sides of A4 and should cover the following areas:

- *What is the overall aim of your project?*

This should be no more than three sentences which set out the purpose of your project.

- *Background*

This section should set out the rationale for your project. In doing this, think about:

What is the need for your project? Are there any statistics or cases to support the theory? Is there any research which supports your approach to meeting need? Were service users involved in identifying the need?

- *Inputs*

This section should cover what resources you as an organisation will be inputting into the project to make it happen. For example, you will be utilising the expertise of a Rehabilitation Officer and using specialist equipment to teach blind and partially sighted people to cook safely and independently.

- *Outputs*

This section should focus on the services that your project will deliver.

For example, one cooking session could aim to teach blind and partially sighted people to chop vegetables safely.

- *Outcomes*

This section should focus on how your project will change the lives of those who have benefitted.

For example: how being able to chop vegetables means that a blind or partially - sighted person can buy fresh vegetables, as opposed to relying on pre-chopped vegetables which are not always fresh.

- *Impact*

Think about the overall impact your project will have on the lives of blind or partially sighted people. This can usually be demonstrated by a case study. In this case, how the cooking course has benefitted a person living with sight loss.

- *Collaborative working*

Will your project be delivered in partnership with any other organisations?

3. *Monitoring and evaluation*

This section should include details of how you will monitor the project and measure the outcomes and impact you have outlined.

For example, you will use observation to measure confidence in using various cooking skills.

You will use questionnaires/interviews to assess the impact the project has had on people long-term and short term.

4. *Budget breakdown*

Provide a budget breakdown and if GLFB are not the sole funders, include details of where other funding will be sourced from and whether it has been confirmed.

Please attach a copy of your most recent annual accounts.

Once your project proposal is complete, please send a copy together with your annual accounts by email to Khafsa Ghulam (Programme Fund and Partner Liaison Officer):

kghulam@glfb.org.uk