Parkinson's UK Physical Activity Grants: Checklist for applicants

This form is a tool to help you complete the Parkinson's UK Physical Activity Grants application form. It provides a checklist for you to ensure that you've provided as much information as possible and a detailed description of what we are looking for in each question.

Before completing the application form please read the Physical Activity Grants Guidance Form carefully and make sure you understand the terms and conditions of the grants programme.

In particular, make sure that you understand the eligibility criteria and priorities of the programme. The notes below will help you answer the questions on the application form. If you have any questions or need help completing the form, or if you need the application form in a different format please contact us at physicalactivity@parkinsons.org.uk

Please make sure that you answer **all** the questions on the form and provide any supporting evidence requested.

Please note that there is a word count on some of the sections of the application form so bear these in mind when you are writing your application and stay within the limit.

Section 1: Your Organisation / Business Information

Section 1: Your Organisation/Business Information - checklist	Yes	No
Have you completed all of the fields that are applicable to you?		
Have you uploaded all of the requested documents that are applicable to you?		
Have you confirmed with senior colleagues what type of organisation/business you are?		
Is your charity/company number correct?		
Is the website address correct?		

Please provide details of your organisation or business. If you have your own website please include the address. We'll use the information from this section for due diligence.

Section 2: Your Contact Details

Section 2: Your Contact Details - checklist	Yes	No
Have you completed all of the fields?		
Has your secondary contact given permission to be in this?		
Are the email addresses of both contacts correct?		
Are the phone numbers for both contacts correct?		

Please provide the contact details for you (the person applying - primary contact) and a secondary contact from your organisation, and ensure that they are separate contact details. We'll use this information to let you know if your application has been successful or if we need to contact you about your application. We may also use this information to exercise due diligence. Please be aware that our main method of contact is email so please check your inbox as we may send requests for further information; please also check your spam folder in case emails end up there in error.

Section 3: Programme Priorities

Parkinson's UK have stipulated that these are the areas in which they'd like the funding to target and you must indicate which one of these priorities your project meets.

Remember: Your project description (question 5.2) must describe how you'll meet any one of these priorities.

Section 4: You and your organisation

Section 4: You and Your Organisation - checklist	Yes	No
Have you demonstrated how you currently connect with your local community?		
Have you provided evidence of how you have the right skills, knowledge and resources to deliver your project proposal?		
Have you identified what your unique selling point is?		

We'd really like to know why you're the best organisation/business to receive the funding and deliver this project, so please use this section to highlight your current local presence, your skills, qualifications, knowledge and resources in working with people with long term conditions, similar achievements and your unique selling point.

Remember: Focus on your organisation/business - please do not make any comparisons with any other named provider/s.

Section 5: Project Details

Section 5: Project Details - Checklist	Yes	No
Have you clearly explained what your project aims to do and how it will directly impact people with Parkinson's?		
Have you demonstrated how you are going to deliver the project?		
Have you provided thorough detail about the structure of your project?		
Have you evidenced how your project is needed and supported by local people?		
Have you clearly explained how you will market the project and which platforms you propose to use to do so?		
Have you consulted with your partner organisations and are they aware if we were to make contact?		
Have you identified how you will keep the project running after the funding term ends?		
Have you explained what you will measure and how you will collect information to demonstrate success?		
Have you assessed whether your proposed timescales for delivery are realistic and achievable?		
Have you remained within the word counts?		

5.1 - Please provide a name for your project or activity. You can be as creative as you like - you could even ask your potential participants to come up with this.

5.2 This section is the main body of your application and requires as much project detail as possible. You'll need to tell us what you propose to deliver, how you'll deliver the project, who will be delivering and how it will meet the programme's priorities. If you're requesting funding for equipment, please tell us about the activity the equipment will be used for and why you require it. If it's applicable, please tell us how many sessions you propose to deliver, how many weeks/times a week you propose to deliver the activity and

how long each session will be.

Remember: There is a 1000 word count so this should allow you to provide enough detail about your project.

5.3 It's vital that you tell us how you have carried out your research for your project and consulted with the local community/beneficiaries, e.g. focus groups or surveys. The funders want to see that your project has been informed by its participants, and it's important that you consult before planning your project.

5.4 We need to understand who will be accessing your project and how many people you intend to work with. This will give funders an idea of the scale of the project. Please include detail about how many participants you anticipate will access each session that you'll deliver. We also want to understand how you'll promote your project and require detail about which platforms you propose to use and why. Explain how you'll continue to attract people to your activity to sustain and increase numbers of participants. Please provide a list of partners, explain what their role will be within the project, what their investment will be, and why you have chosen this provider.

5.5 We would like activities we support to continue beyond the term of the funding. Please explain to us how you plan to be able to continue the activities and ensure their longevity and continuing impact. You could highlight past examples of good practice where you have successfully sustained similar provision in the past. If you haven't sustained projects before, you'll need to explain how you could sustain this activity, for example through fundraising, or charging participants a small fee to access the activity.

5.6 Understanding if a project has been successful is really important in terms of learning what works and what might be possible in the future. Please tell us how you will know if your project has been successful and what you will do to measure (or show) this.

5.7 You may know the exact date you would like to start the activity, or this might be 'within a month of receiving funding' for example. We have a minimum delivery timeframe of three months for awards to ensure your project is running long enough to have impact. Projects must be completed within 12 months of their start date.

5.8 This information will ensure the correct local staff are informed about potential new activities in their area.

Section 6: Finance

Section 6: Finances - Checklist	Yes	No
Is your financial breakdown thorough and does it add up correctly?		
Is your budget request reasonable?		
If your total project cost is more than what you are requesting, have you explained how the remainder of the costs will be covered?		
Have you obtained three quotes for any equipment you wish to purchase?		

6.1 Please provide details of the amount of funding (*up to £3000*) you are applying for. Please include a detailed list of all the items/services you wish to buy with this grant and be clear about how you have worked out costs and achieved value for money (*for example, quotes from a minimum of three providers)*. Please let us know the total cost of this project; this might be the same as what you're requesting or it might be a higher value.

6.2 If the total cost of your project is more than the maximum grant allowance please provide details of any other grants received or applications made to cover the rest of the project. You must have an alternative grant or finances in place to cover the total project cost. If you don't, you'll be ineligible for the grant. Please also list any in-kind contributions you may receive to deliver the project, e.g. volunteer time, free room hire, free printing. Please note that you will not qualify to apply for funding for any items which you have already received a grant for, or applied to another organisation for.

Remember: We will only fund 10% of your <u>core costs</u>.

Section 7: Additional Information

Section 7: Additional Information - Checklist	Yes	No
Have you made contact with your Parkinson's UK local staff member?		
Have you considered completing the free Parkinson's **Physical Activity Awareness Course**		
Have you read and understood the data protection statement?		

7.1 You **must** have consulted with a local staff member of Parkinson's UK, and you **must** enter their name in the application form. A list of Parkinson's UK Area Development Managers and their contact details are available on the grants webpage.

7.2 We strongly encourage you to complete the free online **Parkinson's UK Physical Activity Awareness Course** before completing your application. This will give you a good understanding of how you can prepare to work with people with Parkinson's. In this section, please indicate whether you have completed the course or not, and if so, when.

7.3 Please tell us how you learned about the Parkinson's UK physical activity grants programme. This will help us to understand which of our platforms is being accessed most.

7.4 It's important for you to understand why we collect personal information, what we use it for and how we store it. We may ask you to be involved in the evaluation of your project, which will be carried out by our appointed evaluation partner. In this case we will ask your permission for them to contact you, and they will adhere to ours and their data security protocols. Any information gathered for evaluation purposes will be anonymised unless otherwise agreed with all parties. By submitting your application you agree to Parkinson's UK collecting and storing information about you and this project. You can find out more about Parkinson's UK Privacy Policy here. You can find out more about the Data Protection Act here.

Section 8: Declarations

Section 8: Declaration - Checklist	Yes	No
Have you listed any potential relationships that could create a conflict of interest?		
Have you informed the secondary contact about the application and gained their consent?		

8.1 Please let us know if you or anyone involved in the application are related to a Parkinson's UK member of Staff, Boost Charitable Trust or the Grants Programme Panel Members, and provide details of the relationship. By providing this information, we can ensure that the right procedures are put in place to avoid any conflict of interest.

8.2 The completed form must be signed by two people (we will accept digital and typed signatures) involved in your submission to authorise the application.

Jargon Buster

Here are some jargon words that you will find in the application form and their meaning:

- **Non-compliant -** Not doing what you have been asked to do
- **Eligibility -** Under the funder's rules, the definition of who can apply and what for. Anything ineligible cannot be funded
- **Due diligence -** The actions considered reasonable for the funder to take in order to keep their organisation and funds safe.
- **Unique Selling Point -** Feature/s of a product that makes it different from and more suitable than all its competitors
- **Consultation -** To get information or advice from someone. This can be in different ways, e.g. focus group, surveys, informal/formal conversations.
- **Beneficiaries -** A person or group who receives benefits as a result of something, i.e. a participant attending your activity.
- **Partner (organisations/business)** - Another organisation/business with the same aims who join up with you to deliver the project. The partner will typically invest a

resource into the project.

- **Sustainable -** The quality of being able to continue over a period of time.
- **Measuring success -** A method of evaluating how well your project has accomplished what it set out to do.
- **Match funding -** Funds from an alternative source.
- **In-kind contributions -** Goods or services offered free or at less than the usual charge.
- **Conflict of interest -** A situation in which someone cannot make a fair decision because they will be personally affected by the result.

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