**Project ‘B’ Application for The BEARR Trust Small Grants Scheme 2023**

**GUIDELINES & TIPS**

Project B applications are open only to organisations located in **Ukraine and Moldova** who are previous recipients of a grant from The BEARR Trust, either through a previous Small Grants Scheme or through our Emergency Appeal.

Project B funds are specifically designated to improve the welfare of your staff and volunteers, and to improve your organisation’s resilience. If you would like support for activity distributing humanitarian aid, please contact info@bearr.org

The text boxes in the application form can be extended to fit your text, provided that your application (including budget) does not exceed **4 pages**, or **3 pages** if the budget is provided as a separate Excel document.

This document provides some guidance on how to fill out the Project ‘B’ application form. However, if you still have questions about the application process, please feel free to email Anna Lukanina-Morgan at *sgs@bearr.org**.* You can email Anna in English, Russian or Ukrainian.

Please note

1. **Contact details of the organisation applying for the grant**
	1. **Name of organisation**

Please give the full, official name of your organisation.

*What if the applicant is not a civil society organisation (CSO)?*

The BEARR Trust will not accept applications from individuals, unregistered volunteer groups, universities or schools. We will only accept applications from CSOs, which can include registered charities, non-government organisations (NGOs), associations and other non-profit organisations.

* 1. **Organisation’s contact details (address, phone number)**

Please name the country, city or village, street and house number, office number, and include the organisation’s general office phone number (if available).

* 1. **Name, position and email of the person submitting the application**

This does not have to be the director of the organisation. If your application is selected for funding, the person named in this section will be our main point of contact for all paperwork, reporting etc., so it should be the person with direct responsibility for the project.

* 1. **Online presence (organisation’s website, Facebook, Twitter, Instagram, if available)**

You do not have to have a website or social media presence, but if you do, please include the links here. It is really helpful for us to see examples of your previous work posted online.

Please do not include personal Facebook pages.

 **1.5 Previous cooperation with BEARR**

Please confirm that you have previously received a BEARR grant. If you are a former Small Grants Scheme grantee, please let us know the title of the project, year and project number (if known). If you have received a grant through our Emergency Appeal, please delete YES or NO as appropriate.

1. **Overview of the organisation**

**2.1 Date of foundation**

We would like to know how long your organisation has been operating. If you worked as a voluntary unregistered group before registering as a non-profit organisation, please mention this here.

**2.2 A brief description of the organisation, its mission and objectives**

Please be brief; there is no need to send your registration documents with the application.

**2.3 Names of partner organisation(s) and their website(s)**

Please name any partners for this project and provide links to their websites (if available).

**2.4 If one of your partners for this project has previously received a BEARR grant, please name the partner organisation**

The name of the partner organisation who received the grant is sufficient.

1. **Description of project to strengthen organisational resilience**

**3.1 Staff and volunteers**

Please confirm the number of staff and volunteers currently involved in your organisation.

**3.2 Difficulties you have in running your organisation.**

Please describe here the problems currently faced by your organisation in terms of resilience and the welfare of your staff and volunteers.

**3.3 Activities and equipment for your project**

Please describe the activities which will be supported by this grant. **Your application will not be considered if you do not describe the activities planned under the project.** It is not enough to describe the problem you are trying to solve. We need to know what exactly you are going to do within this project. Please describe any equipment required for your planned activities.

1. **Budget**

**Include the proposed total project budget of up to £1,000 in GB pounds**, showing (separately) the amount requested from BEARR and any contributions to be made by the applicant organisation.

Please feel free to submit your budget separately from your application, if you wish it to be in Excel format. Please note that your application can't exceed 4 pages in total (including budget).

**Important**

**Please make sure your work on the application is not wasted. If your application is found to contain any of the errors listed below, it will not be considered by the Board of Trustees of The BEARR Trust.**

**Your application will not be considered if:**

1. you did not use the application form provided on the website.
2. the application exceeds 4 pages. Your application must fit onto 4 standard pages (application on 3 pages, plus the budget on 1 separate page, as a Word document or an Excel sheet).
3. the application is received after the deadline (i.e., if it is received on Thursday 16th February or later).
4. your application does not address the improvement of the welfare of your organisation's staff and volunteers, and the organisation’s resilience.
5. you request a contribution from BEARR of more than £1,000.
6. application does not include a clear description of the project’s activities and beneficiaries.
7. project proposal is not in English.
8. application comes from a country that is not included in the announcement.

**What happens to your project after submission?**

1. Each application is analysed according to the submission criteria (deadline, number of pages, topic, budget, language etc). If any of the submission criteria are not met, your application will be considered unsuccessful.
2. If the submission criteria are met, your project will be read and rated by several trustees.
3. The highest rated projects will then be shortlisted and considered by the Board of Trustees at their meeting in April 2023, where the winners are selected.
4. The winners will be announced on BEARR’s website, [www.bearr.org](http://www.bearr.org), after the grants have been accepted by the winners (in May-June 2023).