***Please complete this form in the 8pt font provided.***

# Key information

|  |  |  |
| --- | --- | --- |
| Name of charity | Registered number | Contact name and position |
| Address | Email | Mobile number |
| Website | Landline number |

## Project name (25 characters)

|  |
| --- |
|  |

## Summary

|  |  |
| --- | --- |
| Project duration | Xxx weeks |
| Sum being requested | £ |
| Cash and in-kind matched funding, if available  | £ |
| Signature | Date |

# Project rationale

### To help the grants panel understand your idea, please tell us the rationale behind the tasks and figures set out in the following pages of your Detailed Bid Form.

The following prompt questions cover some of the things the panel would like to hear about. The list is neither exhaustive nor prescriptive, but the panel hopes you will find it a helpful guide when composing your narrative. The panel wants to hear your story, told in your own words.

**Please keep your project description and measurement plan to two pages in total.**

## PART I: Project description

### Prompt questions:

* What is the idea and why is it a Step Change?
* What will it achieve strategically that cannot be achieved now?
* What changes do you need to make in your organisation in order to deliver the project?
* What is the financial model for this restructuring, and how will it be sustained long term?
* How will you manage this project in terms of personnel?
* What are the risks you foresee, and how would you deal with them?

|  |
| --- |
| Please insert your free-text project description here |

## PART II: Measurement plan

### Prompt questions:

* Why will your project be a success?
* What would success look like two years after the project’s completion?
* How do your Key Performance Indicators measure this success?
* How does the project break down into ‘chunks’ in terms of achieving the change?
* What Milestones would there be?
* How will you measure achievement at each stage?

|  |
| --- |
| Please insert your free-text measurement plan here |

**You will have the opportunity to talk in more detail about what you consider to be the key parts of your bid when you present it to the grants panel.**

**Key Performance Indicators (KPIs)**

Please indicate the KPIs you will use to measure the project’s success after it is completed.

|  |  |
| --- | --- |
| ***KPI*** | ***Measurable event or outcome*** |
| 1 |  |
| 2 |  |
| 3 |  |

# Project plan – see attached

# Project budget

## A. Capital expenditure

|  |  |
| --- | --- |
| Description | £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total capital expenditure** |  |

## B. Revenue expenditure

|  |  |
| --- | --- |
| Description | £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total revenue expenditure** |  |

|  |  |
| --- | --- |
| TOTAL PROJECT EXPENDITURE | £ |

# Match funding (if available)

***Supporting evidence must be attached***

## A. Cash

|  |  |
| --- | --- |
| Description | £ |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total cash matched funding** |  |

## B. In-kind

|  |  |
| --- | --- |
| Description | Notional value £ |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total in-kind matched funding** |  |

|  |  |
| --- | --- |
| TOTAL MATCHED FUNDING | £ |

# Form submission

### Attachments checklist

Please put a cross [x] next to those being provided

|  |  |
| --- | --- |
|  | Budget for current year |
|  | Examples of published literature  |
|  | Supporting evidence, if matched funding is available |
|  | Project Plan |
|  | Payments Plan |

**Once completed, this Detailed Bid Form should come to six pages maximum, not including attachments.**

**Guidelines for your Detailed Bid and an example of slides are available on the website: oxfordshire.org/grants/step-change.**

**Please submit all documents by email to** **ocf@oxfordshire.org****.**

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