

TRANSFORM IT!

Information Pack



**DHL UK
FOUNDATION**

Delivering a better future



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Welcome from the DHL UK Foundation

Dear DHL colleague

I am delighted to introduce Transform It! to you. This is an exciting programme, which is helping us make a change for the better in our communities around the country.

The aim of the scheme is simple - to positively change the lives of disadvantaged children and young people through the development and improvement of community facilities in the UK whether it's creating a school garden or transforming a community centre.

Transform It! offers grants of up to £10,000 for DHL employees to deliver transformational and innovative projects within their local communities. These projects are truly transformational and Transform It! is usually a major funder within a project, rather than one of many.

This pack contains all the information you need to decide if the project you have in mind qualifies for a Transform It! grant and to guide you through the application process.

If you would like to see successful Transform It! projects please visit our website on www.dhlukfoundation.org

Together, we can deliver a better future.

Sonia Chhatwal
Director
DHL UK Foundation

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Is your idea eligible?

If you can answer yes to these following questions, then your project is eligible for funding from Transform It!

- Do you work for DHL?
- Are you working with a registered charity or not for profit constituted community group to deliver this project?
- Will your project benefit disadvantaged children and young people in the UK?
- Will your project create a transformational and innovative physical improvement to your local environment or a local community building?
- Are you applying for up to £10,000? And will this form a major part of the funding?
- Are you requesting the entire amount of funding to be spent on capital items?
(Transform It! will only fund physical works, which create or refurbish a tangible asset. You cannot apply for funding for revenue costs. Revenue costs include day-to-day running costs, salaries, consumables, postage etc. You can however, pay for workers time to construct the project).

Here are some examples of what Transform It! could fund:

- Creating a community garden
- Creating or refurbishing a play area
- Installing outdoor gym equipment
- Purchasing new equipment for a voluntary organisation e.g. play equipment for a youth club or sports equipment for a scout group
- Creation or improvement of sporting facilities
- Refurbishing a community centre or youth club

Not covered in the funding would be:

- Equipment used solely by or as well as adults
- Equipment that should be provided by the local authority
- Advertising of the project

If your project does not meet all the criteria, please contact gohelpuk@dhl.com and we will be in contact to discuss it in more detail.

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Go for It!

How will the grant scheme work?

Stage 1: Expression of Interest

If you have answered yes to the above questions then your next step is to complete an Expression of Interest form. This is designed to give a brief outline of your project and to state the amount of funding you are requesting from Transform It! The completed form will then be assessed to ensure that your project meets the essential criteria of the scheme. These can be submitted at any time during the year.



Stage 2: Application Form

If your application is successful at the Expression of Interest stage, you will be asked to submit a more detailed application form and return it to the Foundation **within 8 weeks**. The full application asks for more detail about your project, what our funding will be spent on, who will benefit from the project and what engagement opportunities it will provide.



Stage 3: Application assessment and steering group decision

All applications received will be assessed by the Foundation to look at how well they meet the criteria of Transform It! A report on each application will be submitted to the Transform It! steering group held quarterly who will make the final decision on which applications will be funded.



Stage 4: Project delivery

Upon project approval grant agreement forms will need to be signed by the DHL employee and the voluntary organisation, these include Terms and conditions for acceptance of the grant.



Stage 5: Project monitoring

All projects will be expected to provide a project plan **within five weeks** of approval. A DHL UK Foundation representative will visit all completed projects. Funding will be paid directly to the voluntary organisation by the Foundation, once all necessary paperwork is in place.

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Write It!

Tips for writing a good application form

If your Expression of Interest application is successful, you will be asked to fill in a detailed application form where you will need to provide more information about your project. Your application form is your one chance to promote your project to the Transform It! steering group. Remember that the steering group will not have seen your project site, or have any prior knowledge of what you want to deliver. The information that you include in your application form is the only evidence they have with which to form their opinion of the project and make their decision.

There are six very important parts of the application form that Transform It! will assess. The information below is to help you to complete the application form successfully.

1. Project description (Q4 in app in application form)

The project description should be clear and concise and contain relevant information to give the reader a good understanding of your project and what you hope to achieve. A good project description will include:

- an overview of the project
- what the funding will be spent on
- a description of the physical features or improvements that will be installed through the funding
- how the project will be delivered, including who will carry out the work

2. Need for project (Q4 in app in application form)

A very important part of your application will be to justify the need for your project. A good description of need will include:

- how you know that local people want the project
- the current condition of the building or project site
- any problems or issues that you want to tackle through the project

3. Impact of project (Q4 in app in application form)

It is important to show how your project will address the needs of disadvantaged children and young people and the positive impact the project will have. Some things to include are:

- how the project will address any problems that currently exist
- how it will positively impact on the local community
- how children and young people have been involved in the design of the project
- the physical change the project will make to the building or project site
- whether it enables any new activities to take place
- whether it enables more people to use the facility

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4. Beneficiaries (Q5 in application form)

Transform It! aims to support transformational projects aimed at disadvantaged children and young people. It is important to explain the positive effect that your project will have on their lives. You are asked to estimate the number of children and young people who will benefit from the project.

Some ways to think about this are:

- how many disadvantaged children and young people live in the local area?
- how many currently use the facility (if existing)?
- how many are likely to use the new or improved facility created by the project?
- how do you know this?

You are asked to give evidence of how the project will benefit children and young people.

- what will the project enable them to do that they cannot at the moment?
- how will this improve their quality of life now?
- how will it improve their prospects for the future?
- what new skills will they learn?

5. Engagement opportunities (Q6 in application form)

It is essential that all Transform It! projects provide DHL employee engagement opportunities. You must include the following information:

- how many DHL colleagues you would require to help out in delivery and maintenance
- the type of work that the colleagues will carry out
- the skills that colleagues will bring to the project and, learn from working on your project
- how these skills will benefit colleagues
- make sure you provide the anticipated number of colleague engagement hours when asked
- how the DHL colleagues will offer long term support for the project

6. Budget (Q7-9 in application form)

Clarity is important when presenting your budget. Transform It! will need to be confident that you will be able to manage the money well if you are successful in obtaining a grant. By providing a clear and well-structured budget you are showing that you have a clear grasp of the figures you will be working with and that you understand exactly what the grant funding will be spent on. It is also important that you show the wider picture of the project expenditure. The cost of the project needs to total:

- The amount of funding that you have applied for from Transform It!
- and
- The amount of funding you have secured or applied for from other sources.

If you have other funding to help you deliver your project, you should also include this on your budget breakdown and show how it will be spent. On the budget breakdown you need to show the amount of Transform It! funding to be spent on each item in the 'Amount requested from Transform It!' column and the 'Total item cost'. This means you will show the total cost of each item in your budget and therefore the total cost of your project.

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Some key things to think about when setting out the budget include:

- provide a detailed breakdown of costs by individual item
- ensure that your costs are accurate, add up and that there are no discrepancies between the totals
- include information about how you estimated these costs, who did you ask for quotes, which catalogues did you use etc.
- explain how you know that the costs offer value for money, did you compare prices from different suppliers, are the materials durable and long lasting?
- check that your costing's are feasible and realistic - can you can deliver what you want with the funding that you are applying for
- if possible when submitting your application form, provide any quotes that have been obtained or relevant information from catalogues. If you cannot provide this level of detail then your application can still be assessed. It is just as important to provide the steering group with any information which displays that the project has been well planned.
- The Transform it! programme will not fund items which are deemed to be the responsibility of the local authority

Use can you the grid below for your budget for your project

Item	Amount requested from Transform It!	Total item cost

Please note you are required to get Line and Site / General manager sign off at each stage before submitting your applications and provide the original signatures to the Foundation.

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Develop It!

Tips for developing your project

Now that you've found out that your idea could be eligible for funding, how do you go about making your idea a reality? Here are some helpful tips to get you started:

1. Planning

Successful projects are ones that have been planned well. This planning will usually consider who will lead the project, why the project is needed and who will use it. Consulting with and involving key stakeholders, including the local community, will ensure support and continued use of the project. It is also essential to obtain up to date and realistic costs for the project, this will help you realise the scale of your project.

2. Identifying a need for your project

How do you know that what you want to do is necessary and needed? Have you identified how the project will benefit disadvantaged children and young people? The first step towards planning any project is to be clear about the need that you are trying to meet. A clear understanding of the need will give you a vision of what you want to achieve and the benefits and outcomes of your project. This will allow you to measure the progress and success of your project.

3. Finding out what people want

The most important part of identifying need is talking to people. What should the project look like? Who will use it? What will they want to do there? The answers to these questions can only be found by talking to the voluntary organisation you are working with and together consulting potential users and beneficiaries of the project, neighbours, local residents and other key stakeholders. It is important that what will be delivered will meet their needs and that they have the chance to input their ideas into the project.

Techniques to use

Working with the voluntary organisation, think about what information you want to find out and what would be the best way to achieve this. Some examples could include:

- Walk and talk sessions – arrange a walk around the area or building with local people. You can use crib sheets or maps for them to mark areas they don't like/ places they feel unsafe/ ideas for improvement etc.,
- Hand out questionnaires – a chance to ask what improvements people would like to see, how would they like to use the space and identify any concerns they currently have about the area, site or building
- Arrange, or go along to an existing meeting to hear people's ideas. Take some pictures of what the finished project could look like, ask people to make a collage of their ideas from magazines or catalogues. Try to make the consultation as visual and as interactive as possible. A meeting allows different ideas and views to be explored as a group
- Remember to ask young people what they would like. Transform It! aims to benefit disadvantaged children and young people and so it is vital that they are able to give their ideas and are involved in your project's development.

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4. Working in partnership

To apply for Transform It! you will need to be working in close partnership with your charity or community organisation. This organisation must have a constitution and a bank account. This may be a group that you are already involved in, for example a local school PTA, sports club or youth group, or you may have a great idea for a project which requires you to make new links with an existing group. If your application is successful, the project will be delivered in partnership between you and this organisation. The funding for the project will be paid into the bank account of the voluntary organisation.

5. Will you need any permissions?

It is essential to check whether any permissions need to be in place to enable you to deliver your project. The need for these will obviously depend on the type and size of your project and most will not be necessary for the majority of funded projects. Some important permissions that may be needed could include:

- Landowner permission – It is vital to have permission from the owner of the land the project will take place on or the owner of the building. If your Expression of Interest is successful, you will need to send in a landowner permission form with your full application. The form is attached to the application form as Appendix 1. If you are uncertain who owns the land, the UK land registry may be able to supply this information www.landregistry.gov.uk
- Planning permission/ building regulations – Will your project require planning permission or building regulations approval to go ahead. You can find this out by contacting your local planning authority for an informal opinion. To find your local planning authority, visit www.planningportal.gov.uk and enter the postcode of your project site. If planning permission is needed, you will be required to pay a fee. . Transform It! is able to fund this cost, please include the costs of obtaining it in your application..
- When developing a capital project you will need to comply with any statutory legislation that relates to your proposals. Permissions may relate to the following:
 - Trees
 - Hedgerows
 - Wildlife
 - Natural habitats
 - Conservation area consent
 - Listed building consent
 - Signage
 - Outside lighting

Have a look at section 9 for websites of useful organisations which will be able to help you.

6. How much will your project cost?

Transform It! can award funding of up to £10,000 to successful projects. At the Expression of Interest stage, we will require an estimate of how much funding you will need to deliver your project. If successful, we will expect you to submit detailed costing's with your full application form together with evidence of how you arrived at your figures. Once your project has been approved, we are unable to increase the grant amount you have been awarded and so it is important that your cost estimates are accurate. Evidence could include up to date quotations from contractors, pricing from catalogues (please state which ones) or other information.

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7. Working with contractors

For smaller scale projects you may be able to do most of the work yourselves with the help of colleagues. For others, where the work is more specialist, or on a larger scale, you may need to appoint contractors to help you. Usually, projects will be delivered using a mixture of the two. Contractors will carry out the larger, more complicated tasks and colleagues will help with smaller tasks such as planting or painting.

Some tips for appointing contractors:

- Ask around locally for recommendations of suitable contractors
- Check the quality of projects they have previously worked on
- Give contractors a short brief explaining the work that you want carried out
- Invite them to visit the site and provide a quote for the work. Ensure that the quote is for a fixed price
- Always get a minimum of three quotes to assess value for money
- Ask contractors to provide a method statement of how they will carry out the work
- Ask them to set out how they will ensure the health and safety of their employees as well as any colleagues involved in the project
- Evaluate the quotes based on the information provided
- Appoint the best contractor for the job

8. Working with colleagues

Transform It! expects all projects to have engagement opportunities for DHL employees, local to the project which could include construction and maintenance.

Health and Safety of colleagues on site

It is important to think about the health and safety of any colleagues that will be working on your project. All colleagues will need to be adequately trained, supervised on site and relevant insurance will need to be in place to cover them whilst they are working on the project.

A risk assessment should be carried out for all activities to minimise harm occurring.

A risk assessment is a technique for preventing accidents and ill health by helping people think about what could go wrong and ways to prevent accidents. It involves a careful examination of what, in your activities, could cause harm to people so that you can determine whether you have taken enough precautions or should do more to prevent harm.

Insurance

There will need to be insurance in place to cover colleagues whilst they are working on the project. This is usually covered by the public liability insurance for the project site, or may be covered by the public liability insurance of the voluntary organisation you are working with. Transform It! will need to see a copy of the insurance that is in place for your site before works commence. If possible this should be submitted with your application.

DBS checks

The voluntary organisation that you are working with should be able to advise you on whether DBS checks are required for colleagues to work with children and young people on the project. DBS

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checks are generally needed if colleagues will have regular contact with either vulnerable adults or children or are working in a regulated setting such as a care home or a school.

9. Where to look for help and advice

If your application is successful and you feel that you need some help or advice with your project prior to submitting your application there are a number of websites that contain useful information. Try these helpful links below:

- For advice on community gardens, conservation, pond or woodland projects and green space improvements:
BTCV: www.btcv.org.uk
Federation of City Farms and Community Gardens www.farmgarden.org.uk
Groundwork www.groundwork.org.uk
Natural England www.naturalengland.org.uk
Wildlife Trusts www.wildlifetrusts.org
- For advice on Health and Safety:
Royal Society for the Prevention of Accidents www.rospa.com
Health and Safety Executive www.hse.gov.uk
DBS checks www.gov.uk/government/organisations/disclosure-and-barring-service
BTCV insurance <http://www2.btcv.org.uk/display/groupinsurance>
Volunteering www.volunteering.org.uk
Risk Assessments <http://www.hse.gov.uk/voluntary/>
- For advice on sporting projects:
Sport England www.sportengland.org
- For advice on play projects:
Play England www.playengland.org
- For advice on any permissions that may be needed:
Your local planning authority for building regulations. Find yours at www.planningportal.gov.uk
Land Registry - to find out who owns the project site www.landregistry.gov.uk
Natural England – for projects in local nature reserves or affecting protected species www.naturalengland.org.uk
English Heritage – for work to listed buildings or conservation areas www.english-heritage.org.uk
- For advice on community building projects
Useful information and fact sheets can be found on the community places website <http://www.communityplaces.info>

10. Celebrate!

Organise a celebration event when the project is finished. We would really like you to do a press release and a launch event should your project be successful. This is a chance to say thank you and celebrate the hard work of everyone involved in the project. To help, you will be sent guidance on planning your event, we are here to make sure that your event is a successful way to showcase your achievements and celebrate all your hard work and commitment to your local community.

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Explain It!

A glossary of useful terms

Expression of Interest

The Transform It! application process is split into two stages. An Expression of Interest stage and a formal application stage. The expression of interest form is a shorter, less detailed form, which asks you to answer a few questions to determine whether your project is eligible to proceed to the formal application process. Further information about the process can be found on page 6 of this document.

Landowner permission

If your project will be carrying out work or installing new assets on somebody else's land, it is essential to obtain their permission for the project to go ahead. Transform It! has developed a short landowner permission form to enable to landowner to give their permission for the project to go ahead in writing. This can be found as Appendix A on the application form and should be submitted with your application form.

Capital funding

Funding that will be used to purchase or obtain long term, fixed assets for the project or grant scheme. This can include workers' time to construct the project.

Community building

A building that is used for the benefit of the disadvantaged children and young people within the local community. For example a scout hut, community centre, village hall, youth club or local sports pavilion.

Constitution

A constitution is a legal document that outlines the name, purpose, authority, relationships and financial structure of an organisation or group. The constitution defines the rules and principles by which an organisation or group is governed. It is good practice for an organisation to have a constitution and is an indication that they are well run. The DHL UK Foundation wishes to ensure that should the organisation cease to run that any remaining funds will be distributed in a proper manner.

Revenue funding

Covers running costs, salaries, consumables, hire of training rooms, insurance, maintenance, essential services, telephone, post and print charges and so on. Transform It! cannot fund revenue costs.

Steering group

The Transform It! steering group will assess and make the final decision on which projects are funded. It will be made up of representatives of the DHL UK Foundation and DHL. The steering group will meet 4 times a year to consider submitted applications

Voluntary organisation

A not for profit organisation, which could be a registered charity, community interest company, community amateur sports club, parent teacher association of a school or a local community association with a written constitution. The organisation may be run fully or partly by volunteers and may have paid staff. It must have a constitution.

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Ask It!

Where to go for help and advice

If you have any queries about Transform It! please email gohelpuk@dhl.com

All completed expressions of interest to be sent by email gohelpuk@dhl.com and a hard copy posted to:

Transform It!
DHL UK Foundation
Ocean House
The Ring
Bracknell
Berkshire.
RG12 1AN

Expression of Interest and full application forms can be submitted at any time. However following confirmation that your Expression of Interest has been approved you will be expected to submit the full application **within eight weeks**.

Good luck with your application!