

## **Application guidance**

The Boshier Grant Scheme will be open from 9am on 10 June 2024 until 5pm on 19 July 2024. Applications received after this deadline will not be considered.

Charitable organisations who wish to apply for funding must first read the [eligibility criteria](#) in full. If you believe your project is eligible, please download the editable PDF application form and complete it using this guidance.

### Application form

Completed applications must be sent to [Boshier.GrantScheme@nas.org.uk](mailto:Boshier.GrantScheme@nas.org.uk). In the email subject, please clearly state your organisation name and project title. Please also attach a copy of your most recent annual accounts. There will be space in the application form to add any additional information you would like to make the decision-making panel aware of.

Our team will then allocate you an application reference number. If you do not receive this reference number within one week of submitting your application, please email us on [Boshier.GrantScheme@nas.org.uk](mailto:Boshier.GrantScheme@nas.org.uk) and someone will get back to you.

Please **do not** mark your email as 'private' or 'confidential' as we will not see it. We treat all information contained in the application form confidentially.

Each question will have a word count. Please adhere to this.

We will only fund projects that are strategically aligned with our aim of creating a society that works for autistic people. If you are unsure what this means, please refer back to our list of priority areas in the eligibility criteria.

As the UK's leading autism charity, it is unlikely that there are any statistics about autism that we are not aware of. Please therefore refrain from including these in your application. We are more interested in the lived experiences of your service users and would like to know about the real-life issues they face, and how your project plans to address these issues. If you have conducted your own research to better understand the needs of your service users, we would love to hear about this.

In order to successfully complete your application, you will need to have the following information to hand:

- your registered charity number
- the name and contact details of a senior member of staff, as well as the member of staff completing the application. The senior member of staff does not need to be the CEO or Chair of Trustees, but it does need to be someone who has authority to confirm that the organisation supports the application being made and that all information contained in the application is accurate and correct
- your most recent income and expenditure figures. If you are a new organisation and do not have these, please contact us to discuss
- a fully costed budget. If the funding requested from The Boshier Grant Scheme does not cover the full amount of the project costs, please clearly list

the total and the amount you are asking for from The Boshier Grant Scheme budget line

- project details, including expected outcomes and beneficiary numbers
- a clear monitoring and evaluation methodology
- your organisation's bank details.

For more guidance on completing a grant application form, we recommend these websites:

- <https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about-grants/>
- <https://ciof.org.uk/events-and-training/resources/grants-and-trusts>

Successful applicants will be asked to provide three reports: a three-month interim report, a six-month monitoring report and an end-of-year report. You may also be asked to host a visit to your project, but this will be arranged in advance.

If you have any questions that are not answered in this guidance, please contact us on [Boshier.GrantScheme@nas.org.uk](mailto:Boshier.GrantScheme@nas.org.uk).