

## Application Form for Funding Grants

The Central Optical Fund collects and maintains a fund of money through Local Optical Committees.

The objects of the fund are stated below and applications should ensure they meet these objectives:

- (a) To support work centrally on behalf of the profession of optometry in general and/or for Local Optical Committees in particular;
- (b) To promote and protect the interests and activities of all Local Optical Committees and their members; and
- (c) To promote, either alone or in conjunction with any other person, company, association or body, any venture, campaign or project which may seem conducive to the objects of the company;

**Please read the following documents before completing and submitting your application.**

[Guidance for Applicants](#)

[Central Optical Fund – Funding Terms and Conditions.](#)

### **Instructions**

- You must complete the application form in full and provide additional supporting documents where required.
- Additional supporting documents to your application should be clearly labelled with the project name and Reference point from the application form.
- Failure to complete all of the form will result in applications being rejected.
- Some sections on the application specify a maximum or minimum word counts, failure to conform to these may result in a response being rejected.
- The Application and any documents accompanying it must be in the English Language
- Submit this form with all supporting material to [apply@centralfund.org.uk](mailto:apply@centralfund.org.uk)

On receipt of this application, it will be forwarded to the Fund's Directors for consideration. Generally, a response will be made within 4 months. You may be asked to supply additional documents or answer further questions before a decision is reached. In some cases you may be asked to present your project application in person or by video call.

You will be notified once a decision is reached.

## APPLICATION EVALUATION GUIDANCE

### 1. Purpose

The Application process is used to assess if the applicant meets the funding criteria.

### 2. Application Clarification Questions

Whilst preparing their responses to the Application, the directors can raise clarification questions. The applicant has 30 working days to provide a response unless the directors agree a longer timescale.

### 3. Application Evaluation

The Application evaluation will be carried out by the Directors using the following evaluation system of the responses provided on the application form and attachments.

SCORE LABEL	SCORE	PERFORMANCE MEASURE
<b>Excellent Response</b>	5	High degree of confidence in the Applicant's ability to do what is stated through a thorough understanding of what is being requested and responses demonstrate that the Applicant can do what they say they will. Responses are supported by evidence as appropriate.
<b>Good Response</b>	4	Good understanding of the issues and/or requirements, good level of detail, and demonstration that proposals are feasible so that there is a good level of confidence that the Applicant will deliver.
<b>Acceptable Response</b>	3	Acceptable Response. Understands the issues and addresses them appropriately with sufficient information.
<b>Poor Response</b>	2	Limited Response with some misunderstandings and a generally low level of information and detail. Fails to meet expectations/requirements and provides insufficient confidence of project delivery.
<b>Very poor Response</b>	1	Very poor Response, barely understand the issues and limited on relevant information. Provides no confidence that the issues will be addressed and managed in line with expectations.
<b>Unacceptable or no answer given</b>	0	Unacceptable answer or no answer given

#### NOTE

- Applications are evaluated on the evidence provided and NOT anecdotal information
- Applications are evaluated consistently, objectively, proportionately and equitably according to the published evaluation criteria & scoring system.
- Explanation for scores awarded may be given and in sufficient detail to enable use for providing feedback to the Applicant.
- Clarification questions may be used where there is a genuine need to clarify an existing response to enable accurate evaluation (and not to enable an Applicant to have a 'second bite at the cherry'). Scores may then be adjusted accordingly.
- Moderation meetings with Directors will be at the regular quarterly Directors Meetings to quality assure and ensure consistency in the evaluation process.

Application Form

**APPLICATION FORM**

Ref	Description / Question	Guidance	Response
1	Date of Application	Enter Date	
2	Name of Applicant's contact / representative	Individuals Name Job Title	
3	Contact Details	Address  Email Telephone	
4	Applicant's Details	Name Address If multiple Applicants please add details to a separate sheet write "see separate sheet" and name the sheet Ref 4	
5	GOC Registration(s)	Please provide the GOC Numbers of the applicants(s) N/A if not registered	
6	Organisation Status	Person, corporation, association, body etc	
7	Are there any actual or threatened litigation or regulatory or other legal proceedings against any organisation or individuals mentioned in this application?	Confirm that no party is subject to GOC or other regulatory or legal proceedings.  Answer yes / no If yes please provide details	
8	Project Title		
9	Project Purpose	Please provide a summary of the project here. (Maximum 50 words)	

## Application Form

10	Project Duration	<p>Please provide details of the duration of the project and how long it will take to complete.</p> <p>Attach a project plan with a timetable of events.</p> <p>Please label Ref 10</p>	
11	Grant Required	<p>Please confirm how much you are applying for from the fund. Applications for high value awards will need to be of exceptional quality to be considered. Please bear in mind that partial awards may be made on occasions.</p>	
12	Financial Model	<p>Please provide a detailed financial plan for the project with clear indications of where the grant would be used.</p> <p>If funding is being provided from multiple sources a full breakdown of all sources must be provided.</p> <p>If attached separately please label Ref 12</p>	
13	Financial Viability and Security	<p>Please provide three years accounts or details of where these can be viewed. If you are unable to provide accounts, please explain why these are not available and how you will maintain financial probity and guarantee the financial viability of the project.</p> <p>If attached separately please label Ref 13</p>	
14	Have you applied to other funding sources	<p>If yes, where, and for how much? If no, please explain why.</p>	
15	Revenue	<p>Do you envisage the project raising any revenue? Yes / No</p>	

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16	Aims and Objectives	<p>Please list the main aims and objectives of what the project is trying to achieve</p> <p>(Minimum 250 &amp; Maximum 500 words)</p>	
17	Scope of the project	<p>Please provide details of how much of the profession will benefit. This will range from affecting a minority, to the entire profession.</p> <p>Projects potentially benefiting LOCs and/or the entire profession are viewed more favourably.</p> <p>(Maximum 500 words)</p>	
18	Impact and Benefits of the Project	<p>Please provide details of what is the expected impact on the profession and what are the benefits.</p> <p>Projects with a high impact will be viewed more favourably.</p> <p>(Maximum 500 words)</p>	
19	Importance & necessity	<p>Please state why the project is important? Applicants are to demonstrate the need for funding. The greater need projects are viewed more favourably.</p> <p>If the project is unable to proceed without the support of the Central Fund please make this clear and why.</p> <p>(Maximum 500 words)</p>	
20	Resourcefulness	<p>Please detail what complimentary resources have been secured, be they financial, equipment, personnel, premises, or other.</p> <p>Projects proposed by organisations must demonstrate why they cannot fund the project.</p> <p>Projects where complementary resources have been secured – particularly external funding – will be viewed more favourably</p> <p>(Maximum 500 words)</p>	

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21	Future Planning	<p>Is funding sought of a perpetual nature?</p> <p>If so, please provide a long-term financial plan.</p> <p>If attached separately please label Ref 12</p> <p>Applications may be viewed less favourably if they require perpetual funding or are unable to be sustainable from alternative resources.</p>	
22	Success & Evaluation	<p>Please provide clear details about how the project's outputs and successful outcomes will be measured?</p> <p>Projects which are likely to have successful outcomes or with a proven track record will be viewed more favourably, those with highly uncertain outcomes less so.</p> <p>(Maximum 500 words)</p>	
23	Acknowledgement	<p>Please explain in detail how any contribution from the Fund will be acknowledged and promoted.</p> <p>(Maximum 250 words)</p>	
24	Provide a summary of any previous experience	<p>Provide a summary of any previous project experience.</p> <p>(Maximum 250 words)</p>	
25	Delivery and Implementation	<p>Please provide a detailed plan of the delivery and implementation of your project on a separate sheet and label. Ref 25.</p> <p>Ensure that Governance, ethics and risk assessment are included.</p>	
26	Insurances	<p>Please provide details of all appropriate insurances for the project including public liability, employers' liability, and clinical negligence</p>	
27	Data Protection & Ethics	<p>Please confirm you have appropriate record keeping for the project, will comply with all current data protection regulations and have sought Ethics approval where appropriate</p>	