

# Local Grant Application Form

QBE Insurance European Operations Division

The QBE Foundation works to create positive change by partnering with like-minded charities to build strong, sustainable and inclusive communities.

Our local grants are a way for us to provide meaningful support for community initiatives addressing specific areas of need.

We are seeking initiatives creating change in the following key focus areas:

- Climate resilience
- Inclusion

## Eligibility criteria

Eligibility for an International QBE Foundation local grant is based on the conditions below. Please take note and ensure your application meets all criteria before applying.

### Charity eligibility

To be eligible for a QBE Foundation local grant, the organisation:

- Must be registered with the UK's Charity Commission or have charitable status in their local jurisdiction, if outside the UK.
- Must align with our key focus areas
- Must be based in the UK, Europe, Canada or the UAE where QBE Insurance operates.

### Exclusions

The following beneficiaries are to be excluded from Foundation funding: political, local authority, union-affiliated and religious organisations; schools and associated parent and teacher organisations; animal welfare charities (not including those whose objectives are to support people) and charities whose beneficiaries are predominately outside of the Foundations operating areas.

### Application suitability and alignment

Only applications working to address issues in our local grant key focus areas will be considered. You will need to clearly demonstrate the relevance of your initiative to the key focus area, so please consider this before applying.

You can only apply once per project or initiative. Please do not submit multiple applications for the same project or initiative across different key focus areas.

QBE Foundation local grants are intended for high impact community initiatives. Requests for funding for "business as usual" activities will be considered less favourably than specific initiatives.

We understand that some initiatives require support from multiple funders. If this is the case, please outline clearly in your application where other funding is coming from, any funding expected in the future or due to end in the coming 12 months, and how you plan to report on the QBE Foundation portion of the total funding.

### The organisation must be based in UK, Europe, Canada or the UAE to be considered

The QBE Foundation works across the UK, Europe, Canada and the UAE, in countries where QBE has a presence. Charities based outside of the UK must be registered in within their local jurisdiction and made via the local QBE office only.

*Unfortunately, feedback on individual applications or reasons why your organisation was not provided with a grant cannot be provided. If an application does not meet initial eligibility criteria for any reason, we are not able to contact you before applications close. Please take the time to ensure you only submit an application if you meet all the conditions listed.*

*It is at the discretion of the QBE Foundation whether to make a grant to your organisation and to determine the value of that grant.*

## Grant key focus areas

### Climate resilience

Provide support and mitigation options for communities to become more resilient and prepared for climate impacts.

We aim to do this through partnerships that focus on:

- Building understanding of the physical and financial risks due to climate change and associated mitigation options
- increasing capacity to prepare and respond
- innovative solutions that help the transition to a low carbon economy

### Inclusion

Increase access to opportunities and resources for groups currently excluded or marginalised in society.

We aim to do this through partnerships that focus on:

- Greater equality and inclusion
- Developing skills through training and mentoring
- Providing access to tools and services that support financial inclusion

## Grant assessment

Assessment of grants will focus on the following:

- Expected outcome and impact of the initiative
- Long term impacts of the initiative
- Need for the initiative within the community
- Eligibility of the charity
- Reputation of the charity and ability to deliver on the initiative
- Ability to show planned use of funds
- Ability to measure and report on outcomes of the initiative
- Alignment with the goals and values of the International QBE Foundation
- Alignment with the chosen key focus area
- Potential for success of the initiative
- Innovation

Applicant information			
Name			
Organisation		Role	
Contact phone	( )	Email	
We support charities who have meaningful relationships with our QBE employees. Please provide details of your connection to QBE.			
Are you based in UK, Europe, Canada or the UAE?    Yes    No			
Please provide the name of the QBE employee your charity has a connection with.			
Charity information			
Charity name		Charity Number	
Is the charity endorsed with a recognised charitable status in your local jurisdiction?    Yes    No			
Can you confirm that you are not a political or union affiliated organisation; religious organisation; school or associated parent and teacher organisation; animal welfare organisation (not including those whose objectives are to support people) or, an organisation whose beneficiaries are predominately outside of the Foundations operating areas.    Yes    No			
<i>Please note, if you have selected no, we are unable to consider your application.</i>			
Provide an overview of your organisation - who you are, what you do and in which locations you work			
Initiative			
Which grant key focus area are you applying for?			
<input type="checkbox"/> Climate resilience <input type="checkbox"/> Inclusion			
<i>Select one key focus area only - you are only able to apply once per project or initiative.</i>			
Describe the initiative you are seeking funding for			
What is the need in the community you are seeking to address? Please make specific reference to the grant key focus area you are applying for.			

Initiative	
How will your initiative meet the need and benefit the community?	
Provide a timeline of the work - please note if work on this initiative is already underway	
Define the intended results and outcomes and how these will be measured. Be specific - e.g. give the number of people who may be impacted by this initiative	
Address the capability of your organisation to deliver this initiative - are there any resourcing gaps to be considered?	

Budget	
How much funding are you applying for? <i>Charities can apply for a maximum amount of £25,000.</i>	GBP, EUR, CAD, AED
Will this amount fund your entire initiative, or just a portion ?    Entire      Portion	
If a portion only, please state the proportion % and advise how you will obtain the remaining necessary funds?	
Provide a detailed breakdown of how you will spend QBE's funding	

Reporting	
<p>You will be expected to provide QBE with a completed donor and impact report by 30 November 2022 and provide a further update on completion of the programme or twelve months after the grant is awarded, whichever is sooner.</p> <p>You will be required to provide details in relation to our funding only and not the wider project or programme, if part funded. An example of the data required for the donor and impact form is provided at the end of this application.</p>	
By ticking this box, you are acknowledging that you have reviewed this and are capable of providing the information required	Yes
If you have any concerns about your ability to provide any of this information, please make note of it here.	

## Terms & Deliverables

### This page must be completed by a member of the charity organisation with appropriate authority

By signing and submitting this form, you are agreeing to the following:

Any funding received from QBE will only be used for the purposes outlined in this application

You provide your consent for QBE to share details of the grant we have provided you and your initiative/s on various internal communications channels (content will always be shared with you with you for approval prior to publication externally).

Any recognition of QBE's funding support will adhere to QBE branding and media protocols, including that QBE has full editorial rights and must sign off on any such press releases, publications and marketing materials before publication or manufacture.

You will provide QBE with a completed donor report by 30 November 2022 and provide a further update on completion of the program or twelve months after the grant is awarded, whichever is sooner.

Signature

Date (dd/mm/yyyy)

Name			
Organisation		Role	
Contact phone	( )	Email	

Please submit your completed application form via email to [QBEFoundationEO@uk.qbe.com](mailto:QBEFoundationEO@uk.qbe.com). Incomplete applications, or applications via any other means will not be accepted and you will not be contacted.

#### Donor and impact report - example data

Along with general information about your initiative and its progress, you will be asked to provide the following information, with the data provided relating only to QBE Foundation funding. This may mean that you will need to calculate the overall portion of funding provided by QBE and use that to calculate the portion of overall impact related to this funding.

The below serves as an example only. Additional information may be requested, at QBE's discretion.

- Breakdown of how QBE funding was used
- Number of people directly supported by your initiative
- Number of people with impact measured or assessed
- Of people assessed, how many reported that they experienced behavioural or attitude changes, developed new skills, or experienced a healthier life or improvement in overall wellbeing
- Impact on your organisation
- Ability to improve existing or deliver new services
- Impact on time spent with people and communities
- Ability to improve management processes or increase your profile
- Impact on the environment or on environmental behaviour