

**Reg Charity No: 1145366**

**Grant Application Form**

Please send an email enquiry before you complete this form. If you are applying for core costs your answers to Section 2 should refer to your whole organisation. If you are applying for a project your answers to Section 2 should refer to the project.

Please name your documents with your organisation name, month and year

E.g.: ***Charity Name*** *Application Form Month 20YY*

The completed application form should be sent with enclosures in pdf format via our contact us page @ :

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| **SECTION 1** | | | |
| Date of Application | | | |
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| The full legal name of your organisation | | | |
|  | | | |
| Name by which your organisation is commonly known, if not the same as above | | | |
|  | | | |
| Type of organisation? (indicate all that apply and complete relevant details) | | | |
| Charity YES/NO | Registered Charity Number | | Date Registered |
|  |  | |  |
| Community Interest Company  YES/NO | Company Number | | Date Registered |
|  |  | |  |
| Other status (see guidelines for eligibility) | | | |
|  | | | |
| Main contact (the person we should write to and the contact details we should use) | | | |
| Title and Name |  | | |
| Role within organisation |  | | |
| Address |  | | |
| Post code |  | | |
| Telephone |  | | |
| Email |  | | |
| Website (if available) |  | | |
| Social media (if available) |  | | |
|  | | | |
| Please provide a brief description of your organisation’s work (maximum 250 words). | | | |
|  | | | |
| Number of staff: Full Time |  | | |
| Number of staff: Part Time |  | | |
| Number of volunteers |  | | |
|  | | | |
| Summary of last published accounts | | | |
| Year-end date (DD/MM/YY) | |  | |
| Income | | Expenditure | Total Liquid Reserves |
| £ | | £ | £ |

|  |  |  |
| --- | --- | --- |
| Year-end date of most recent financial year (DD/MM/YY) | *If same as above leave this blank section blank* | |
| Income | Expenditure | Total Liquid Reserves |
| £ | £ | £ |
| Please summarise the key sources of income for your organisation (maximum 150 words) | | |
|  | | |
| **SECTION 2 – About the project or activity for which you are applying for funding** | | |
| Project Title: Please give a brief description of the work for which you are requesting funding (maximum 25 words) | | |
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| What is the amount of money you are requesting? Please tell us the total amount and the amount per annum, if a multi-year grant is requested. | | |
|  | | |
| Please describe the work you would like us to fund (maximum 300 words) | | |
|  | | |
| How do you know this work is needed? (maximum 150 words) | | |
|  | | |
| What will be the impact of the work and how will you determine if it has been successful? (maximum 250 words) | | |
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| If you are applying for part-funding, what steps are being taken to raise the balance? (maximum 150 words) | | |
|  | | |
| Safeguarding: For organisations/projects working with children or vulnerable people, please confirm that disclosure checks are carried out on all staff and volunteers working with your service users and tell us how often your safeguarding training is refreshed. | | |
|  | | |
| Is there anything else you would like to tell us about your organisation or your request for funding? (maximum 250 words) | | |
|  | | |
| Budget – Please insert your project budget and/or summary organisation budget if you are applying for an unrestricted grant or for core costs. (An additional more detailed budget document can be provided separately if required) | | |
|  | | |
| Please insert a link below to your most recent published accounts (this could be a link to the charity commission, companies house or to your website) | | |
|  | | |
| Please send us your completed form with:   * Your most recent published accounts only if a link cannot be provided above. * Your safeguarding policy   Total size of attachments must not exceed 10mb with any email or we will not receive it. | | |