



## Grant Application Form

You are welcome to attach additional sheets if you think they are necessary. If you do, please make sure each one has your organisation's name on it and the number of the question to which it refers. We will also ask for additional information if we think we need it. We are very happy to discuss applications and the application process over the phone, in person or by email so do get in touch. Please email completed applications to [melanie@hamunitedcharities.com](mailto:melanie@hamunitedcharities.com) (0208 741 4326)

### Section One

#### About the organisation

1. **Name of organisation**
2. **Official address**
3. **Type (eg registered charity, company limited by guarantee, school) and registration number where appropriate**
4. **When was your organisation set up? (year)**
5. **How many trustees/directors/members of the management committee are there?**
6. **Name of principle contact, email address and phone number**

**7. Principle contact correspondence address**

**8. Role in organisation**

**9. Where does your organisation principally operate?**

**10. Briefly describe your organisation's objectives and activities**

## Section two

### About your application

**What do you want to do?** (describe the activities – what, where, when, who will carry them out and who will manage the activities/project)

**Who will benefit from these activities** (how many, where do they live, what needs do they have)

**What difference do you expect your work/activities/project to make to these people?** (you might want to give outputs e.g. 15 people will take the course, outcomes; e.g. 10 of these will get jobs; and impacts; e.g. confidence raised, so parenting stronger, improved income so leading healthier lives)

## Section Three

### Research and evaluation

**How do you know your work/activity/project is needed?** (what other work of this kind is being done in this area; what do you know about the problems/issues you are addressing; what contact do you have with potential beneficiaries; what research or consultation have you done to support your decision to take this particular approach)

**How will you measure whether you are making the difference you outlined in section 2 ?**

## **Section Four**

### **Costs and resources**

**Please attach**

- a) **A budget for this project**
- b) **Your most recent accounts**
- c) **A job description if you are applying for funding for staff**

**From what sources are your current activities funded?**

**How many staff does your organisation employ?**

**How much are you asking us for?**

**Is this the full cost of this activity/project?**

**If not, where will the rest come from?**

**When do you intend your activity/project to start?**

**How long will it last?**

**Do you have plans to continue the activity beyond the period of this grant? If yes, please give details about how.**

## Section Five

### Summary

*This section does not form part of the assessment, but we will use it when presenting information to our trustees*

### Background to the organisation

*Two or three sentences briefly describing what your organisation is and does eg "ABC is a long established youth club serving children with disabilities on the XYZ estate"*

### About this Project

*Max 100 words describing what the project you are applying for will do*

### Proposed outcomes

*2 or 3 sentences giving specific information eg DEF project will give 15 children from XYZ aged 7 – 11 with severe disabilities an opportunity to experience outdoor activities and to gain an award.*

**Grant sought** *(state how much you are asking for)*

**Relevance to funding priorities** *(state which of our funding themes it relates to)*

### Organisation's finances

*Please state; turnover for last financial year; size of unrestricted reserves; number of paid staff; other funders for this project or who contribute to core costs making this project possible.*

## Privacy notice

We take our privacy seriously and will only use the personal data provided in this form to administer your grant application. It is part of the trustees' responsibilities to ensure that applicants for grants are suitably qualified under the terms of the Charity's governing document. If your application for grant is successful, the personal data supplied on this will be held on file for the duration of your appointment as a grantee and for two further years. Some details may be checked with relevant organisations, but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request. If your application is unsuccessful, your application form and all other personal data supplied will be destroyed. Please sign below to indicate your acceptance for the Charity to hold your personal data.

From time to time we would like to contact you with details about our Charity / our projects in the borough and our grants scheme. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

- Post
- Email
- Telephone

**Signed:**

**Date:**