

**Hammersmith United Charities**

**Grant Application Form January 2021**

Thank you for your interest in the Hammersmith United Charities community grants programme. The next grants assessment panel is in February 2021 and the deadline for receiving applications is **15th January 2021**. Applications received after this date will not be reviewed. Funds will be distributed in early March.

Please answer every question on this form or your application will not be put forward to the Trustees. If you have difficulty with answering any questions please contact us at [grants@hamunitedcharities.com](mailto:grants@hamunitedcharities.com) and we will be happy to see how we can help.

Please email completed applications to [grants@hamunitedcharities.com](mailto:grants@hamunitedcharities.com) by 15th January 2021. We are unable to accept postal applications.

**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. In what year was your organisation set up?

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**

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

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

3. 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)

1. Please state when you expect the activity/project to start and how long it will last
2. Do you have plans to continue the activity beyond the period of this grant? If yes, please give details about how.

**Section three**

**About the impact of coronavirus**

1. Please summarise the impact that you expect the coronavirus epidemic to have on your work during the time of the project (eg increased demand, different model of working etc)

2. Please summarise how you plan to limit the risk of the people involved in this project (eg staff, volunteers, beneficiaries) of catching or spreading coronavirus during this project (eg working remotely, PPE, reduced group size etc)

**Section Three**

**Research and evaluation**

1. 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)
2. How will you measure whether you are making the difference you outlined in section 2 ?

**Section Four**

**Costs and resources**

1. Please attach

a) A budget for this project

b) Your most recent annual accounts

c) A job description if you are applying for funding for staff

1. Please state your unrestricted reserves at the end of the last financial year
2. Please give a summary of your budgeted income for this year and from where else you expect or have received funding
3. How many staff does your organisation employ?
4. What size grant are you applying for?
5. What is the full cost of this project?
6. If you are not asking for the full cost of the project, how do you anticipate funding the remainder?

**Section Five**

**Summary**

**Background to the organisation**

Max 100 words 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**

Max 100 words 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.

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

**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: