|  |
| --- |
| **Small Grants Scheme Application Form** |
| **Charity Registration Details & Contact Details** |
| CHARITY DETAILS |
|   | Full registered name of charity (as per Charity Commission registration): |   |
|   |  |   |
|   | Please list any other names the charity has been known by and provide information on why the charity is/has been known by any other name/s (e.g. working/trading name, previous name) |   |
|   | Please provide all other names including previous names, also known as names, associated with names, etc. |   |
|   |  |   |
|   | When was the charity originally established? |   |
|   | Please use the calendar icon to select you date (and then update the year if needed). We ask you to use the calendar to avoid errors with English v American date styles which are set by your web browser and we are unable to set for this page. |   |
|   |  |   |
|   | Charity registration number: |   |
|   | If you are an exempt charity (without a charity number), please provide your exempt charity number. |   |
|   |  |   |
|   |

|  |  |
| --- | --- |
|   | What is your current charitable status: |
|  | If your turnover is less than £5K and you are registered with HMRC as a charity for tax purposes, please provide HMRC letter confirming this. |
|   | <Select One> |

|  |  |
| --- | --- |
|   | When did the charity assume this status?    |
|  | If the same as the above, please re-enter the date here. Please use the calendar icon to select you date (and then update the year if needed). We ask you to use the calendar to avoid errors with English v American date styles which are set by your web browser and we are unable to set for this page. |
|   |  |

 |
|   | Please list your current Trustees: |   |
|   | Trustees: e.g. A. Foyle, B. Foyle, C. Foyle... |   |
|   | How did you hear about The Foyle Foundation? |   |
|   |  |   |
|   | If other, please provide details: |   |
|   | Or please provide any further details of your selection above (if any). |   |
|   |  |   |
|  |  |  |
| FULL REGISTERED ADDRESS OF CHARITY (as per Charity Commission registration) |
|   | Street Address: |   |
|   |  |   |
|   | Town/City: |   |
|   |  |   |
|   | County: |   |
|   | <Select One> |   |
|   | Post Code: |   |
|   |  |   |
|   | Country |   |
|   | <Select One> |   |
|   | In which country/region is the charity based? |   |
|   |  |   |
|   | General charity email address: |   |
|   |  |   |
|   | General charity telephone number: |   |
|   |  |   |
|   | Website: |   |
|   |  |   |
|  |  |  |
| PRIMARY CONTACT (The primary contact should be the person who is taking responsibility for the application - this is the person we will contact if we require any further information while assessing your request, and then the person who should take responsibility for spending any grant made, and providing any post payment requirements. If the primary contact should need updating once an application is submitted, or once any grant is awarded, please contact the Foundation to let us know) |
|   | Title: |   |
|   |  |   |
|   | First name: |   |
|   |  |   |
|   | Last name: |   |
|   |  |   |
|   | Position within Charity: |   |
|   | Please enter the full job title rather than an abbreviation or acronym. |   |
|   |  |   |
|   | Direct email address: |   |
|   | This should be a work email address, rather than personal (if possible). It needs to be a direct email address for this contact. |   |
|   |  |   |
|   | Direct telephone number: |   |
|   | This should be a work telephone number, rather than personal (if possible). It needs to be a direct telephone phone number for this contact. |   |
|   |  |   |
|  |  |  |
| TRUSTEE (If a trustee is already the primary contact, please enter an alternative Trustee details here. Please note that this additional contact should not be related to the primary contact.) |
|   | Title: |   |
|   | <Select One> |   |
|   | First name: |   |
|   |  |   |
|   | Last name: |   |
|   |  |   |
|   | Position within charity: |   |
|   | Please enter the full job title rather than an abbreviation or acronym. |   |
|   |  |   |
|   | Direct email address: |   |
|   | This should be a work email address, rather than personal (if possible). It needs to be a direct email address for this contact. It must be a different email address to primary contact's email address. |   |
|   |  |   |
|   | Direct telephone number: |   |
|   | This should be a work telephone number, rather than personal (if possible). It needs to be a direct telephone phone number for this contact. It must be a different email address to primary contact's telephone number. |   |
|   |  |   |
|  |  |  |
| **Charity Details** |
| CHARITY DETAILS (please always summarise information, keeping your answers relevant, clear and succinct) |
|   | Please select from the following what best describes the core remit of your organisation: |   |
|   | This is the main purpose of your organisation. If your organisation's core remit falls between two selections, or it is not listed, please select the best fit. |   |
|   |  |   |
|   | What is the charity's purpose and how do you achieve this? |   |
|   | Please summarise the normal activities undertaken, keeping your answer relevant, clear and succinct. |   |
|   |  |   |
|   | How many people benefit from your charity annually? |   |
|   | Please give further details on these beneficiaries, such as their age range. Please detail if the number given refers to direct beneficiaries and/or wider beneficiaries such as families of beneficiaries, or audience numbers etc. |   |
|   |  |   |
|   | What steps has your charity taken to encourage and promote access to your work and activities (please include some further information if you work with groups/communities who have been underrepresented and/or marginalised). |   |
|   |  |   |
|   | Please explain your staffing structure, including how many paid employees you have and how many volunteers. |   |
|   |  |   |
|   | Where do you operate from (e.g. rented office, community centre, home office)? If your activities are building based, are your premises leased? If so, please provide terms of the lease, grounds for termination and the number of years remaining: |   |
|   | Please note that the Foundation is unlikely to consider a request for building related costs if your lease is for less than 10 years. This relates to capital costs that are fixed to the building - movable capital items such as lighting or staging that could be moved to a different building in the future could still be considered with a shorter lease. |   |
|   |  |   |
|  |  |  |
| **Charity Financial Information** |
| GENERAL |
|   | Please state your financial year end date: |   |
|   | For example, if your financial year runs from 1 April to 31 March, state: 31 March. In the following Charity Financial Information sections where we ask for annual accounts and annual budgets, we are asking you to provide these accounts and budgets in accordance with your financial yearend (NOT to any other 12 month period). |   |
|   |  |   |
|   | Please let us know if there is anything you would like to highlight within your accounts/budgets, or if anything could benefit from further explanation. |   |
|   | Such as reasons for an unusually high reserves, clarifying a complicated reserves position or reasons for a fluctuating turnover. |   |
|   |  |   |
|  |  |  |
| LATEST ACCOUNTS - Figures provided in text questions should correlate with figures provided in attachment. |
|   | Please attach your latest set of full signed accounts. |   |
|   | These should be your latest full accounts (with all pages, rather than extracting some pages from them). If you are a new charity, and do not yet have a latest set of full signed accounts, please see our FAQs. |   |
|   |  |   |
|   | Please state your total income and total expenditure for your latest set of full signed accounts: |   |
|   | Yearend DD/MM/YYYY – Total Income: £--, Total Expenditure: £-- |   |
|   | What was your level of reserves as at the yearend for the latest signed accounts (excluding fixed assets)? |   |
|   | Please let us know how much of these reserves were unrestricted, restricted and designated (including a list of restricted and designated funds and their proposes). |   |
|   |  |   |
|  |  |  |
| LATEST COMPLETE FINANCIAL YEAR (if applicable) - Applicable if there has been a completed financial year since your latest signed accounts, but for which accounts have not yet been finalised and signed. Figures provided in text question should correlate with figures provided in attachment. |
|   | Please attach draft accounts/income and expenditure summary figures for the latest complete financial year. |   |
|   |  |   |
|   | Please state your draft total income and draft total expenditure for your latest complete financial year: |   |
|   | Yearend DD/MM/YYYY – Total Income: £--, Total Expenditure: £-- |   |
|  |  |  |
| CURRENT ANNUAL BUDGET - Figures provided in text question should correlate with figures provided in attachment. |
|   | Please attach your annual budget for your current financial year. |   |
|   | A breakdown of your anticipated total income and anticipated total expenditure projections for this current financial year. If your budgets are broken down by month, please ensure annual totals are also provided. This should include all anticipated income, including your total restricted and unrestricted income. We would usually expect charities to have some sort of budget for the year, even if it is fairly undetailed.  At a minimum we would expect you to outline your fixed monthly costs and how you are covering them.  Ideally we need a document showing total expected income for the year (and what has been raised to date) and total expected expenditure. Please speak to your Treasurer or person who deals with your finances to inquire about this sort of information. |   |
|   |  |   |
|   | Please state your total anticipated income and total anticipated expenditure for your annual budget for your current financial year: |   |
|   | Yearend DD/MM/YYYY – Total Income: £--, Total Expenditure: £-- |   |
|   | For your current financial year, how much of your budgeted anticipated total income has been raised/secured to date (please provide a list of the sources of funding and amounts). |   |
|   | Please ensure the figure provided includes income raised/secured from all sources, including earned income from activities, grants income secured through fundraising, and any other streams of income you may have. |   |
|   |  |   |
|   | For your current financial year, if you currently have a shortfall of your anticipated total expenditure, how do you plan to raise the remainder? |   |
|   | For applied for grants income, please state what has been applied for, from where, and expected decision dates. |   |
|   |  |   |
|  |  |  |
| NEXT ANNUAL BUDGET (if applicable) - Applicable if the request is for funding which would be spent in the year after your current financial year. This will often be the case when you are approaching your current financial year end. Figures provided in text question should correlate with figures provided in attachment. |
|   | Please attach the annual budget for your next financial year. |   |
|   |  |   |
|   | Please state your total anticipated income and total anticipated expenditure for your next financial year: |   |
|   | Yearend DD/MM/YYYY – Total Income: £--, Total Expenditure: £-- |   |
|   | For your next financial year, how much of your budgeted anticipated total income has been secured to date (please provide a list of the sources of funding and amounts)? |   |
|   |  |   |
|   | For your next financial year, if you currently have a shortfall of your anticipated total expenditure, how do you plan to raise the remainder? |   |
|   |  |   |
|  |  |  |
| OTHER FINANCIAL INFORMATION |
|   | How is your work normally funded? If you are in receipt of any regular funding, please could you provide details. |   |
|   | Please provide details of your main sources of income on an annual basis. |   |
|   |  |   |
|   | Within your future budgeting have you considered the potential increase to expenditure due to inflation and rising utility costs? As an organisation, how do you expect to cope with these increases? |   |
|   |  |   |
|   | If you have recently incurred a deficit or have lost local authority, regular or other public funding or your turnover has gone down from previous years, please explain how your work remains financially sustainable. |   |
|   |  |   |
|   | Please describe how you consider the charity will be financially viable over the next 12 months. |   |
|   |  |   |
|  |  |  |
| **Funding Request Details** |
| ABOUT THE REQUEST (please always summarise information, keeping your answers relevant, clear and succinct) |
|   | One line description of funding request: |   |
|   | This should be a very clear short description purely stating what you are requesting funding for. It can be as simple as “towards core costs” or "towards the work of the charity". |   |
|   |  |   |
|   | Purpose for which funding is required: |   |
|   | More detailed on your funding request. |   |
|   |  |   |
|   | Please select the remit of your funding request: |   |
|   | Please select which you feel is the most appropriate. If the request crosses multiple of the remits, please select whichever you feel is most suitable, and this may be internally changed. |   |
|   |  |   |
|   | Why is the funding needed: |   |
|   | The case for support. For example, what difference will it make to participants/the organisation? How does it respond to gaps in local provision? |   |
|   |  |   |
|   | How many people will benefit from/participate in the project? |   |
|   | If applying for something that is targeted for a group of users, please state how many people will benefit from this specific project, and over what time period. However if the request purpose will benefit all people who use your charity (for example a request for core or building costs), please state again here the number of people who benefit from your charity annually. |   |
|   |  |   |
|   | If this request is for an expansion of your work how do you expect to fund this in the future? |   |
|   |  |   |
|   | What are your contingency plans if activities are unable to proceed as planned? |   |
|   |  |   |
|   | If applying for a building project, please state the amount of time left on your lease. |   |
|   | The Foundation is unlikely to consider a grant for a capital project if your current lease is 10 years or less. If this is the case, please contact the Grants Team to discuss further. |   |
|   |  |   |
|   | Please select the area/s which will benefit from this project. |   |
|   | If benefit in more than one English region, select ‘England Multiple Regions’. If in all English regions, select ‘England Country Wide’. If in more than one UK country, select ‘UK Multiple Countries’. In in all UK countries, select ‘UK Wide’ |   |
|   |  |   |
|   | Please select the type of funding you are requesting: |   |
|   |  |   |
|   | Please detail your request timeframes, including start and end dates (and start and end dates of wider project, if your request is towards a phased/larger project). Please state if these dates are flexible. We do not consider retrospective funding - please ensure you consider in your request timings that applications take up to four months, occasionally longer, to receive a decision from Trustees. If successful, payment would follow a minimum of one month later. |   |
|   | If applying for equipment, please state when you hope to be in a position to make purchases. If applying for core costs, it is fine to say for example "As soon as possible and would be spent over 12 months" |   |
|   |  |   |
| REQUEST FINANCIAL INFORMATION |
|   | Please state the total budget for the project/activities (for core costs this is the total expected expenditure for the year in which you are requesting funds - if funding would span over two financial years, please enter the expected expenditure for the first year). Please only enter the number alone, without a pound sign or comma: |   |
|   | If a phased building project, please state the total cost of the specific phase for which you are applying for here. |   |
|   |  |   |
|   | Total budget of wider project across all phases, if applicable (please only enter the number alone, without a pound sign or comma): |   |
|   | This is only required if your grant request is for a specific element of a wider project, for example, if a capital project is phased. |   |
|   |  |   |
|   | Please attach the request budget. |   |
|   | This is not applicable if the request is for core costs (as this information will have already been provided in the 'Charity Financial Information' section above), unless you are applying for specific core costs, in which case, please provide. |   |
|   |  |   |
|   | Amount requested (please only enter the number alone, without a pound sign or comma): |   |
|   | The minimum amount you can apply for is £2,000 and the maximum is £10,000. Please also note that if successful, the Trustees may award less than the amount requested. |   |
|   |  |   |
|   | What funding have you raised (including pledged grants) to date (please provide a list of the sources of funding and amounts): |   |
|   | This is not applicable if the request is for core costs (as this information will have already been provided in the 'Charity Financial Information' section above), unless you are applying for specific core costs, in which case, please provide. |   |
|   |  |   |
|   | What is your current shortfall: |   |
|   | This is not applicable if the request is for core costs (as this information will have already been provided in the 'Charity Financial Information' section above), unless you are applying for specific core costs, in which case, please provide. |   |
|   |  |   |
|   | Amount to be raised from other sources (if applicable) - how do you hope to raise these funds and in what timeframe: |   |
|   | Please provide a list of pending applications/amounts and decision dates as well as any other funding activities/sources (for example, box office, regular donors, earned income). This is not applicable if the request is for core costs (as this information will have already been provided in the 'Charity Financial Information' section above), unless you are applying for specific core costs, in which case, please provide. |   |
|   |  |   |
|   | Will the activities proceed without funding from the Foundation? |   |
|   |  |   |
|   | How will a grant make a significant difference to your current work and how will it contribute to the ongoing sustainability of the organisation over the next 12 months or beyond? |   |
|   |  |   |
|  |  |  |
| **Safeguarding** |
| Safeguarding (the Foundation requires all applicants to follow safeguarding legislation and Charity Commission guidance) |
|   | Please provide a copy of your most recent safeguarding policy (there is an additional attachment option below, in case you have multiple safeguarding policies, i.e. if you have separate safeguarding policies for children and adults at risk). If you use safeguarding policy of umbrella organisation, you must still attach the policy here. |   |
|   | The policy needs to have been reviewed within the last 12 months. Please ensure that the policy clearly states the last review date within the document (not just on the attachment file title). |   |
|   |  |   |
|   | Additional attachment option in case you have multiple safeguarding policies, i.e. if you have separate safeguarding policies for children and adults at risk (please ensure both polices are attached in these cases). |   |
|   | The policy needs to have been reviewed within the last 12 months. Please ensure that the policy clearly states the last review date within the document (not just on the attachment file title). |   |
|   |  |   |
|   | Please confirm the date your most recent safeguarding policy/policies were last reviewed. |   |
|   | The policy needs to have been reviewed within the last 12 months. |   |
|   |  |   |
|   | Who does your charity work with: |   |
|   | Please select all that apply to you (at least one selection must be made) |   |
|   |  |   |
|   | Please add any further details on who your charity works with: |   |
|   |  |   |
|   | Please provide the name of the safeguard lead (this could be information on a partner organisation providing this expertise if applicable) |   |
|   |  |   |
|   | Has the organisation adapted safeguarding procedures for online/remote delivery or other delivery changes, if relevant? |   |
|   |  |   |
|   | What is the main safeguarding risk in the work you are doing, what have you done to address this risk? |   |
|   |  |   |
|   | Can you tell us in general terms an example of when you have had a concern about the safety and wellbeing of someone you have worked with and how you managed this? |   |
|   | Please do not add personal data including the names of individuals. Information provided here is treated strictly confidentially. |   |
|   |  |   |
|  |  |  |
| **Additional Attachments (not a requirement)** |
| If desired, provide any additional attachments (including promotional material) to support your case and/or to illustrate the work of your organisation. Please ensure all attachments are titled clearly, ideally in the following format: 'Your Organisation Name – The Document Type – The Year/Time Period Document Relates to'. |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|   | Attachment |   |
|   |  |   |
|  |  |  |
| **Submission** |
| Authorisation to Submit Application |
|   | Do you have authorisation from the Trustees and Charity’s Management Team to make this application? |   |
|   |  |   |