

SAMPLE FORM

£5,000 Grants

Sections and **questions** are in **BLUE**.

Explanations are in **RED**.

There are **EIGHT sections** of the form. You will be required to complete all sections.

- Please confirm that you have read the Trust's Privacy Notice and agree to your personal data being collected and used as described.*
- Please confirm that you have read the Trust's Grant Terms and Conditions and accept them on behalf of the charity.*

You will need to read the Trust's Privacy Policy and Grant Terms and Conditions before completing the application form as you will need to confirm that you accept all terms on behalf of your charity.

Section 1

ELIGIBILITY

This round of applications is only open to charities with a minimum operating income and expenditure of £1000,000.

I confirm that our charity's operating income and expenditure is more than £1,000,000

Please check that your charity's operating income and expenditure for the most recent financial year was more than £1,000,000. There is no maximum income or expenditure.

Please tick the box to confirm that your application refers to a project within the current priorities

If your project does not clearly relate to Music and the Arts, we advise you to apply at a different time – please check the website for full details.

We focus on specific areas within our main priority every round. You will need to tick one option.

You can only tick one of the priorities, so please chose the one that best fits your project.

Please confirm that you have carefully read "What We Don't Fund", and that your project/charity is not within any of these categories

We have too many applicants who apply for projects that we explicitly do not support. **Please help us by checking What We Don't Fund, and confirm that your project is not within this list.**

Section 2

APPLICANT'S DETAILS

Please provide the contact details for the applicant.

Name

Position

Email

Phone

Section 3

CHARITY'S DETAILS

It is **essential** that you provide the **exact name, address and number registered with the Charity Commission** (England, Wales, N Ireland) **or OSCR** (Scotland as we can only give grants to charities that we verify).

Charity Name

This must be **FULL registered name**.

Charity Address

This must be the **address that is registered with the Charity Commission or equivalent**

***** Please double check this with the Charity Commission website as charities often have out-of-date details registered. *****

Charity Registration Number

We only give grants to registered charities, with the exception of organisations that are legally exempt. If your charity is **exempt**, please confirm this.

When year was your Charity registered?

Please confirm the year that your charity was registered.

Website

This is useful if we want to find out more about your charity.

Charity's General Activities

Please summarise the **main activities of your charity**. This will be used to introduce your charity to our trustees. The trustees might not be aware of your work, so please explain what you do clearly. **MAXIMUM 800 characters**

Geographical Area

Please state in **which area/s of the UK your charity carries out its work** – this relates to your charity's overall activities, not just this project.

Section 4

PROJECT

Project Summary

Please **summarise your project in one or two sentences**. We use this summary when compiling a list of applications to be considered at trustees' meetings, so please explain it as clearly and as concisely as possible.

MAXIMUM 400 characters

Full Project

Please provide full details of your application. Please include:

- **what** the project sets out to do
- **how** this will be achieved
- **why** the project is needed
- **who** the beneficiaries will be

MAXIMUM 2,000 characters (PLEASE NOTE: it is not necessary to complete the maximum number of characters)

Approximately how many people will benefit from your project

We realise that this might sometimes be hard to quantify, but please try and tell us how many people will benefit – we are looking for projects that are efficient, whether it is intensive/long-term work with a small number of beneficiaries or a wider reach programme for a large number of beneficiaries.

Approximately how many people will benefit specifically from a grant of £1,000?

When is your project planned to start?

If your project has already started, please state what year you are applying for.

Section 5

PREVIOUS SUPPORT

Has your charity applied for a grant from the Austin and Hope Pilkington Trust within the last 5 years?

Please check your records for any previous applications.

Were you awarded a grant?

If you were successful, you will need to provide details of the amount awarded and the year in which you received the grant.

Section 6

FINANCE

Project Budget

Please provide as many details as possible for your budget, including total cost and other sources of finance where applicable.

How would a grant of £5,000 be spent?

Please give details of what how this grant would contribute to the project.

Total operating income for your Charity for the most recent completed financial year

Your operating income must be a minimum of £1,000,000 to be eligible for this grant.

Total operating expenditure for your Charity for the most recent completed financial year

Your operating expenditure must be minimum £1,000,000 to be eligible for this grant.

Financial year for income and expenditure figures provided above

Please confirm the year that these figures relate to.

Charity's Accounts

Please provide a link to your latest accounts on the Charity Commission (or equivalent) website. This helps us confirm that all your submissions are up-to-date. If you are exempt from registration, please provide a link to accounts on your website.

You will not be able to submit hard copies of accounts.

Section 7

BANK ACCOUNT DETAILS

Grants are made by bank transfer. Please check all of these details are correct so that any grant awarded can be paid efficiently.

Bank name

This is the actual bank e.g. Nat West, Barclays

Bank account name

This is the name of your bank account – please check carefully as it may not be the same as your charity's name.

Bank account number

Bank sort code

Section 8

SUBMISSION

Before you submit the form, please **review all the content** to ensure that you have filled in all sections as accurately as possible.

You will be able to save your form. However, once the form is submitted, you will NOT be able to submit

any additional material or correct any information you have submitted, so please check it carefully.