

SAMPLE FORM

£1,000 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

Please fill in all these first eligibility sections accurately. In particular, please check that your charity's income and expenditure are between £100,000 and £1,000,000. You will need to fill in these figures before the rest of the form can be completed and submitted. The figures submitted must match those submitted to the Charity Commission (or equivalent).

Please confirm the total income for your Charity for the most recent completed financial year

Your charity is eligible only if income is between £100,000 and £1,000,000. Only figures between 100,000 and 1,000,000 can be entered. This field can only accept numbers written like "123543" - please don't add in commas, £ or year.

Please confirm the total expenditure for your Charity for the most recent completed financial year

Your charity is eligible only if expenditure is between £100,000 and £1,000,000. Only figures between 100,000 and 1,000,000 can be entered. This field can only accept numbers written like "123543" - please don't add in commas, £ or year.

Financial Year for income and expenditure figures provided above

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

You must confirm that your project has the relevant focus that we have specified. If there is more than one, you must choose the option that best reflects your project .

Does your charity fall within any of the categories that we don't fund?

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 cheques cannot be made payable to or sent to any other address.

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 400 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

Now please tell us about your project in detail (maximum 2000 characters)

- **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)

Please explain how this project specifically supports our priorities. Please include how you are addressing the needs of the Global Majority (maximum 400 characters).

Please explain exactly how your project meets our specific priorities. We also want to know any specific measures taken both by your project and your charity to address the specific needs of the Global Majority. We are increasing the diversity of charities that we support – both charities that work with diverse sectors of the population and those run by diverse communities. We realise that smaller charities, or those with

specific aims or geographical reach, may struggle to be proportionately representative. However, we value all efforts made by charities to improve diversity.

How many people do you expect to benefit from this project in total?

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. Please use a number, or range of numbers, only.

How many people do you expect to benefit specifically from a grant of £1,000?

Please use a number, or range of numbers, only.

When is your project planned to start?

Please give the month and year. Grants will not be distributed until two months after applications close, so projects starting before then are not eligible. Projects must also start within 6 months of receiving the grant.

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 £1,000 be spent?

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

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

Please check that all the information you have provided is accurate and complete. If your form contains inaccurate or incomplete information, unfortunately we cannot consider awarding a grant to your charity.

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.