

**SAMPLE FORM**  
**Community: £5,000 Grants**

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

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

**Please type directly into form, or use Plain Text – do not paste from Word or other similar.**

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**Section 1**  
**ELIGIBILITY**

**Please tick the box to confirm that your charity's operating income is a minimum of £1,000,000.**

**This round of grants is eligible ONLY to these charities with a minimum income of £1,000,000. If your income is less than this, you will be eligible to apply in another round – please check the website for more details.**

**We are focussing on four priorities for this round of Community grants. To be eligible, your project must relate to Community AND one of the priorities listed.\***

Domestic Abuse and Child Exploitation  
Refugees and Asylum Seekers  
Homelessness  
Prisoners and ex-Offenders

**We will not consider any applications that do not clearly fit within these categories. If your project fits in to more than one category, please select the one that you feel best describes it.**

**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, bank account 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**.

#### Operating name of Charity Bank Account

If you are awarded a grant, we will send a cheque, so we need to know the full account name of your bank account (NOT the name of your bank).

#### Charity Address

This must be the **registered address** – please check this with the Charity Commission website as charities often have out-of-date details registered.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.

#### What year was your Charity registered?

Please confirm the **year** that your charity was registered – please do not include exact date and month.

#### Charity's 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

### Please give a summary of your project

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**

### Now please tell us about your project in detail

Please tell us what the project sets out to do, how this will be achieved, why the project is necessary, and who the beneficiaries are. You can only paste Plain Text - otherwise, please type directly into box.

- **what** the project sets out to do
- **how** this will be achieved
- **why** the project is needed
- **who** the beneficiaries will be and
- **how specifically the project helps the Community and relevant priority**

**MAXIMUM 3,000 characters (PLEASE NOTE: it is not necessary to complete the maximum number of words)**

### How does your project fit the priorities for this grant\*

We particularly welcome applications that address Mental Health and Poverty.

This is your chance to explain how your work matches our priorities.

**MAXIMUM 500 characters**

### How many people do you expect to 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.

### When is your project planned to start?

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

## Section 5 PREVIOUS APPLICATIONS

**Has your Charity applied for a grant from the Austin and Hope Pilkington Trust in the last 10 years?**

## If your Charity applied, were you successful?

If your charity was successful, you will need to tell us when the most recent grant was awarded, and how much the most recent grant was for.

## Section 6 FINANCE

### Project Budget

Please give a summary of your project's budget, including the total cost and other sources of finance where applicable.

Please write this in as text as you cannot submit an XCel or Word document. Maximum 10 lines.

Remember, the trustees are unlikely to know your work, so it is helpful to provide the most important details for them to compare your application with the others they receive.

### 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 income must be a minimum of £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 if possible, either on the Charity Commission website (or equivalent) or on your website.

This is not compulsory, but is helpful if the trustees want to check further financial information.

## Section 7 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.