



## **GRANT APPLICATION PACK 3**

This grant application pack is for projects that are an addition or extension to an existing project where the total grant amount is under £5000.

Please fill in all fields, leaving nothing blank.

The fields are limited in word number to allow applications to be processed easily.

Once you have completed the form, return it to the Betsy Foundation by emailing it to [info@betsyfoundation.org](mailto:info@betsyfoundation.org). Please ensure you attach any relevant documents, as highlighted in the Application Form, with your email.

If the foundation needs any further information we will advise you via email.

## GRANT APPLICATION PACK 3 PART 1 - CHARITY INFORMATION

### 1.1 CHARITY NAME AND ADDRESS

Charity Name:

Street Address:

Town / City:

County:

Postcode:

Website Address:

Telephone Number:

General / Office Contact Email:

### 1.2 CONTACT DETAILS

#### Charity Director / Chair Person Details

Title: Forenames:

Surname:

Job Title:

Work / Office Phone:

Mobile Phone:

Email:  
(please ensure this is correct as we communicate decisions by email)

#### Project Lead Person Details (this person will lead the project for which the grant is being applied for)

Title: Forenames:

Surname:

Job Title:

Work / Office Phone:

Mobile Phone:

Email:  
(please ensure this is correct as we communicate decisions by email)

## GRANT APPLICATION PACK 3 PART 1 - CHARITY INFORMATION

### 1.3 CHARITY

#### Registration Details

Registration Number:

Date of Registration:

Reporting / Filing Date:

#### Charity's Function / Goal

Please describe the overall aims and objectives of the organisation and the activity and services you provide

#### Charity Documentation

Please provide, if possible, these supporting documents with this form:

The Charity's Purpose Document:                      Included                      Not Included

The Charity's Governing Document:                      Included                      Not Included

#### Organisational Structure

Is your organisation part of a larger regional or national organisation?                      Yes                      No

If Yes please list the organisation(s) and explain your organisation's relationship with it:

## GRANT APPLICATION PACK 3

### PART 1 - CHARITY INFORMATION

#### 1.3 CHARITY DETAILS cont...

##### Partner Organisations

Does your organisation partner with any other organisations? Yes No

If Yes please list any partner organisations who are involved in the application and their relationship to the project

Partner Organisation	Relationship to Charity
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##### Revenue

Last accounting filing date:

Revenue for last accounting year:

What percentage of revenue received is used for staffing and organisation running costs? %

What percentage of revenue received is used directly for projects? %

##### Staffing and Volunteers

Number of full time staff / workers:

Number of part-time staff / workers:

Number of volunteers working within the organisation (excluding management committee):

##### Management Committee

Title and Name	Role
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## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

This form is to be filled out for grant applications for **an addition or extension to an existing project**.

If you are applying for a grant for a new project then please ensure you complete the right application pack.

### 2.1 PROJECT TIMING

If the project is an established project, please provide the yearly lifecycle for it:

Yearly start month:

Yearly end month:

If the project is an expansion or addition to an established project please provide:

The yearly lifecycle of the parent project:

Yearly start month:

Yearly end month:

The intended lifecycle of the expansion or additional project if different to the parent project:

Yearly start month:

Yearly end month:

Please provide the historic timetable of the established project / parent project from its launch to its current yearly lifecycle, noting key milestones achieved:

How many years has the parent / established project being running?

Has the project ever had an interval, i.e. a year(s) where it did not run?      Yes      No

If Yes please provide more details as to why this happened and why it was started up again:

## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

### 2.1 PROJECT TIMING

Are you applying for a single grant or for a multi year grant (max 2 years)?      Single      Multi

If you are applying for a multi year grant when would you like the payment for the second year to be paid?  
i.e. do you want the grant paid in one lump sum with the first year, at the beginning of your organisation's  
financial year or the a year from the first payment date?

Lump Sum      Financial Year      Grant Anniversary

### 2.2 PROJECT LOCATION

Which local authority will the project take place in?

Which area (estate, town, village, borough) do most of the people who benefit come from?

If the project is an addition to an established project will the location be the same as the parent project or  
will it be in a new location?      Same as Parent      New Location

If the project will be in a new location please provide us with the details of the locational relationship  
between the parent and the new additional project:

### 2.3 PROJECT DETAILS

Please provide a one sentence summary of your proposed project:

## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

### 2.3 PROJECT DETAILS

If this application falls within a parent project please provide a one sentence summary of the parent project

What is the primary benefit of the project?

If the project is an expansion or addition to an established project, how does it differ from the parent project? Explain the benefits of the addition or expansion to the parent project:

What needs will your project address? Explain why you think there is a demand for it and supply information to support this?

## **GRANT APPLICATION PACK 3**

### **PART 2 – PROJECT INFORMATION**

#### **2.3 PROJECT DETAILS cont...**

Please detail what you would like to do with the grant, describing what work you will deliver and tell us specifically what activities will take place. If your project is a multi-year project then please give details of the activities that will take place for each year of its lifecycle.

Briefly describe what difference you are trying to make with this work. Tell us the outcomes you hope to achieve and how you propose to measure and capture the results and what reporting you will generate on the project.

Please tell us about your organisations relevant experience, and if possible, how the experience aligns with your project



## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

### 2.3 PROJECT DETAILS cont...

Please give details of any relevant links you have with local services who may provide support or referrals to the project:

If this proposed project is an addition or expansion of a current project explain how you see this activity progressing after the grant term expires? Do you see the expansion or addition as a one off idea or for it to progress and grow alongside the parent project?

How do you plan to adapt your activity if: a) stricter guidelines are put in place to manage the Covid-19 pandemic? b) the Covid-19 guidelines are relaxed further?

### 2.4 YOUR BUDGET

If your application is for an established project please give details as to why you now need to find a grant for it? Giving details on how the project was funded in the past and why that funding is now not available

## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

### 2.4 YOUR BUDGET cont..

If your application is for an addition or expansion to a project please give details to the current funding of the parent project? Noting how secure the funding for the parent project is and if you are looking for additional funds for the parent as well:

If your application is for an addition to an established project, would the additional project be able to survive without the parent project or it is reliant on it for its success? Explain what plans have you put in place in case the parent project does not get sufficient funding:

What is the total cost to fund the proposed project?

What is the total cost to fund the parent / currently established project?

How much money are you applying for from the Betsy Foundation? (If you are applying for multi year funding (max 2 years), please enter the total grant amount being applied for):

## GRANT APPLICATION PACK 3

### PART 2 – PROJECT INFORMATION

#### 2.4 YOUR BUDGET cont..

If applying for a grant for an established project, please give brief details of any funding secured or allocated to the current established project, include contributions from other funding generated income, etc..

If applying for a grant for an additional project or expansion of an established project, please give brief details of any funding secured or allocated to the proposed project AND the parent project, include contributions from other funding generated income, etc..

If this application is successful will you need to seek further finding for this specific activity? Yes No

If Yes, please explain how much and to what the other funding will be drawn against.

## GRANT APPLICATION PACK 3 PART 2 – PROJECT INFORMATION

### 2.4 YOUR BUDGET cont..

Please provide a budget breakdown for the money you are applying for from us (inc. VAT). Please provide a detailed breakdown and make it clear which items are being requested from this grant. If you are applying for multiyear funding please list each year separately.