



GRANT APPLICATION PACK 2

This grant application pack is for new projects with the total grant amount being over £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. 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.

App No	
Initials	

GRANT APPLICATION PACK 2 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:

App No	
Initials	

GRANT APPLICATION PACK 2 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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App No	
Initials	

GRANT APPLICATION PACK 2 PART 2 – PROJECT INFORMATION

This form is to be filled out for applications for a grant for a **new project**. If you are applying for a grant for an addition to or extension of an existing project then please ensure you complete the right application pack.

2.1 PROJECT TIMING

Please provide your proposed timing schedule for the new project:

Proposed start date:

If the project is a one off project please provide the proposed end date for the project:

If the project is intended to progress and grow what yearly cycle will the project fall into:

Yearly Start Month:

Yearly End Month:

If the project is to progress are you applying for more than the first year? Yes No

2.2 PROJECT LOCATION

Which local authority will the project take place in?

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

If this project is intended to progress and grow will you be looking to expand the location of the project into new areas in following years? Yes No

If Yes, please give details of the intended expansion of the location of the project, how you plan to expand into new locations and give your reasoning behind the planned expansion.

App No	
Initials	

GRANT APPLICATION PACK 2 PART 2 – PROJECT INFORMATION

2.3 PROJECT DETAILS

Please provide a “one sentence” summary of your proposed project

What is the primary benefit of the project?

Explain what needs your project will address? Tell us why you think there is a demand for the project and supply additional information to support this?

App No	
Initials	

GRANT APPLICATION PACK 2 PART 2 – PROJECT INFORMATION

2.3 PROJECT DETAILS cont..

Please explain what you would like to do with the awarded grant. Describe what work you will deliver and list what specific activities will take place. If the proposed project is intended to progress into a multi-year project, then please give details of the intended activities that will take place for each year.

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 of the project and what reporting you will generate on the project.

App No	
Initials	

GRANT APPLICATION PACK 2 PART 2 – PROJECT INFORMATION

2.3 PROJECT DETAILS cont..

Tell us about your organisation's relevant experience, and if possible, how the experience aligns with your proposed new project .

Please give details of any relevant links your organisation may have to local services who may provide support or referrals to the new 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?

App No	
Initials	

GRANT APPLICATION PACK 2 PART 2 – PROJECT INFORMATION

2.4 YOUR BUDGET

What will be the total cost for the project?

How much money are you applying for from the Betsy Foundation? If you are applying for multi-year funding, please enter the total grant amount:

Please give brief details of any funding secured or allocated to this work, include contributions from other funding generated income, etc..

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

If Yes, please explain how much you would seek and what the other applied funding will be used for.

App No	
Initials	

GRANT APPLICATION PACK 2 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.

App No	
Initials	

GRANT APPLICATION PACK 2

PART 3 - SUPPORTING DOCUMENTS & REFEREE INFORMATION

This document is only to be used either with applications for grants over £5,000 or applications for grants that will run over two years.

In order for us to consider your application you need to supply further documentation as part of your application. This is to provide us with more detail on your project and organisation. The supporting documentation should include detailed information (where appropriate) that includes, but is not limited to, the following :

- Financial projections
- Gantt chart showing timelines
- Information on the premises and venue costs
- Plans and specification of any work and quotations received for it
- List of professionals assisting on the project and the arrangements agreed with them (if any)
- Any storyboards illustrating the project
- A risk analysis if one has been carried out

Please feel free to supply any other supplementary documentation you believe will help us to achieve a better understanding of the proposed project that your application concerns.

Please list the documents supplied by their document name below and return this completed form together with the supplementary documents you list below.

3.1 List of Supporting Documents

GRANT APPLICATION PACK 2

PART 3 - SUPPORTING DOCUMENTS & REFEREE INFORMATION

REFEREE INFORMATION

For grants over £5,000 we require organisations to provide details of two referees. Each referee has to be someone who is independent of the charity and that will have knowledge of the work that is being undertaken by the charity and information on the project that this application concerns.

3.2 FIRST REFEREE DETAILS

Referee Forename

Referee Surname

Referee Organisation

Referee Position

Referee Email

Referee Phone Number

Please give a brief description on the relationship, including any historic involvement, that the referee has with your organisation.

GRANT APPLICATION PACK 2

PART 3 - SUPPORTING DOCUMENTS & REFEREE INFORMATION

3.3 SECOND REFEREE DETAILS

Referee Forename

Referee Surname

Referee Organisation

Referee Position

Referee Email

Referee Phone Number

Please give a brief description on the relationship, including any historic involvement, that the referee has with your organisation.