

# Henry Smith Charity 2017 Holiday Grants Application Form

## Your organisation

### Organisation Contact Details

*Please note: On the longer questions on this form there is a spell check function which can be accessed by clicking where you see a small tick by the left of the answer box; and where you see an 'i' icon you can click on it for further information.*

### Organisation Name

**Prefix**

**First Name**

Of main contact for your organisation

**Last Name**

Of main contact for your organisation

**Job Title**

(e.g. CEO)

**Address of Organisation**

**City**

**County**

**Post Code**

**Organisation E-mail Address**

**Website Address**

### About Your Organisation

**Please explain what services you provide and give details of who you help?**

**Charity Number/Company Number**

Where applicable

**Organisation Type**

**Additional Documents**

**Please upload your Accounts (or latest Ofsted Report if you are a School).**

Your organisation's most recent audited or independently inspected accounts.

**Contact Details**

**Main Contact Details for this Request**

*Please enter the details of the best person to contact to discuss this application. These details may be the same as the main contact for the organisation, if they are, you will need you to re-enter them.*

**Prefix**

**First Name**

Of main contact for this request.

**Last Name**

Of main contact for this request

**Job Title**

**Address**

**City**

**County      Post Code      Phone**

**E-mail Address**

Please provide an email address for us to contact you about this application.

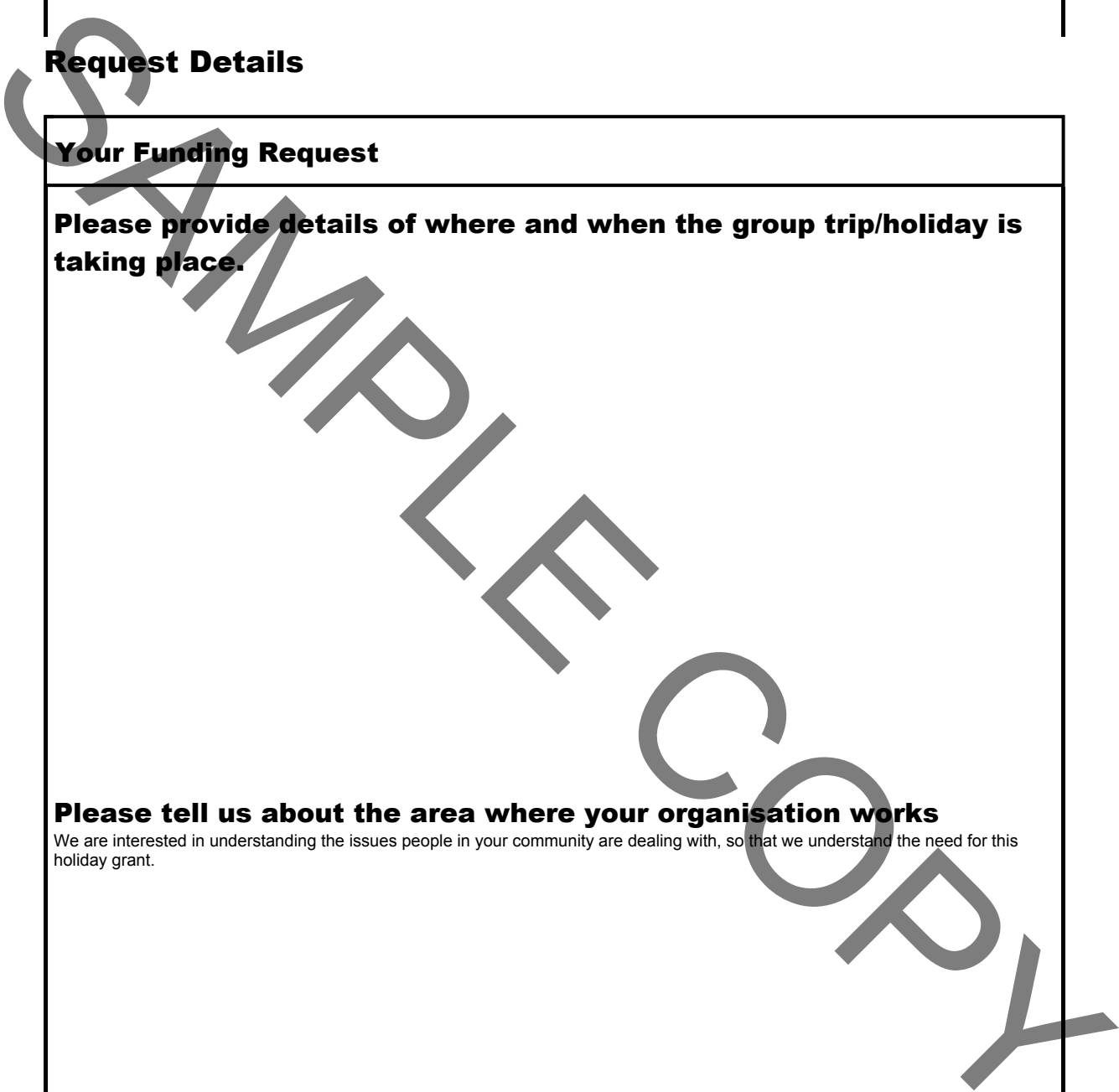
**Request Details**

**Your Funding Request**

**Please provide details of where and when the group trip/holiday is taking place.**

**Please tell us about the area where your organisation works**

We are interested in understanding the issues people in your community are dealing with, so that we understand the need for this holiday grant.



**What is the aim of your trip?**

Please explain what you hope that the children will gain from the experience.

**When Will the Trip Take Place**

*Please note that we can only fund trips which are between 1 day and 7 days in length.*

**Start Date of Trip**

If this date hasn't been formally agreed yet please provide an approximate date.

**Date Your Trip Ends**

If this date hasn't been formally agreed yet please provide an approximate date.

**Safeguarding****Please select this box to confirm that your organisation has a safeguarding policy.**

Your policy must be up to date and your staff have suitable training and support to deal with any safeguarding issues.

No

**Please give specific details of your safeguarding processes and procedures for this trip.**

**Additional Information**

**Is there anything else you would like to tell us about this trip or your organisation?**

**Please could you tell us where you found out about this grant programme?**

**Budget and Beneficiaries**

**Beneficiaries**

**How Many Children will Attend?**

Please include the total number of children on the trip.

**What is the Age Range of the Children Attending?**

Please note, we can only fund trips where all the children are aged 13 and under.

**Number of Children Without a Contribution from their Parent/s or Carer/s.**

## Costs of the Trip

Please note, you will not be able to enter any text such as commas or £ characters in answer to the next 5 questions.

**What is the Total Cost of the Trip?**

**How Much Will it Cost for Each Child?**

**How Much Will Each Family Pay?**

**How Much Have You Already Raised?**

**How Much Are You Requesting From Us?**

Amount requested from the Henry Smith Charity only.

**Payee Name**

If a grant is awarded who should a cheque be made payable to.

**Please Upload a Full Budget Breakdown**

This must include adult supervision costs, transport costs, entrance fees etc.

## Confirmation and Authorisation

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*Data protection*

*In submitting this form you are confirming you have the written agreement and permission of any individuals identified\* in your application to pass their personal information to the Henry Smith Charity, who will hold and process their personal data in accordance with all current data protection legislation.*

*We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purposes, and for sharing relevant information to other funding organisations to use in their own assessment of applications and managing or monitoring of grants awarded. Data may be retained for up to 7 years, after which time it will be destroyed in accordance with our data retention policies.*

*We wish to take good care of personal data, and only process personal data necessary for our purposes. For this reason we strongly advise that you do not provide details of named or identifiable individuals (e.g. their job title, connection to your organisation, physical attributes or other description etc) either in details of beneficiaries aided, in case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.*

*Information that is provided in excess of our application guidelines will not be read, and will be destroyed on receipt, in order to assist us in managing data securely and appropriately.*

*The Henry Smith Charity is a Data Controller registered with the Information Commissioner's Office – Registration number Z8024318.*

**Please confirm that you are happy for us to retain your information to be processed in accordance with the Data Protection Act 1998**

No

**I confirm that all information provided in this application is true and correct and I am authorised to submit an application on behalf of the organisation.**

We reserve the right to share information received from applicants requesting funding, and from those in receipt of funding from us, with other grant makers, unless an organisation expressly requests otherwise. Knowingly providing false information will invalidate any application or grant.

No

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