

The Henry Smith Charity

founded in 1628

**Application Form
Improving Lives**

Help Text Version

Help Text - Improving Lives

Please do not attempt to fill in this form - this document contains the Help Text that accompanies our application form for the Improving Lives grant programme.

If you do want to make an application, [please download the form](#) from our website and send to us in the post once you have filled it in.

To download the application form, you will require Adobe Reader software. Details on how to download this software can be found on our [website](#).

Section A. Basic Details

Organisation Name:

Address:

Please enter the main address of your organisation. We will use this address for all correspondence.

Postcode:

Website Address:

Name of Main Contact:

This person will be our main point of contact during the assessment process.

Job Title:

Please enter the Job Title of the Main Contact.

Telephone Number:

Please enter the best number for the Main Contact as this is the telephone number we will use if we have any questions regarding your application.

Email of Main Contact

We will use this email address to contact your organisation throughout the assessment process, so please ensure that you provide a suitable address.

Charity Number:

Date Constituted:

Company Number:

Other Status:

If you are not registered as a charity please state your charitable structure.

Section B. Your Organisation

1. Give a brief description of your organisation.

What is the purpose of your organisation and what are its main aims? Briefly describe the range of services your organisation provides and what you do on a daily basis. (300 Words)

2. State the number of:

Staff (full-time equivalent):

Please state the number of full time equivalent staff employed by your organisation. We consider a full-time job is 35 hours per week. To calculate FTE, add all the hours your paid staff (full-time/part-time and sessional) work a week and divide by 35.

Volunteers:

Please enter the number of individuals that work to deliver services or help to run the organisation, without payment or other formal compensation for their time or services. This figure should not include Trustees or people who help you fundraise.

People directly helped each year:

How many people have directly benefited from your organisation's work over the last 12 months. Please don't include indirect beneficiaries e.g. family members or the wider community, unless they are the prime focus of your service.

If you have not been able to provide the number of people helped using the method given in the help text, please explain how you have calculated the figure stated.

We understand that organisations can record their user numbers in different ways so if the figures above have been calculated differently from the way we ask, please explain how you have reached the figure provided. (100 Words)

3. Explain why your organisation is well placed to meet the needs of the people you want to help, and the challenges they face.

We would like to understand the challenges in your local area or the sector you work in. We are also interested in understanding the skills and experience that you have in your organisation to address these issues. (500 Words)

Section C - Your Funding Request

4. What type of grant are you applying for?

The information included in this section will depend on what you are applying for. If your request is for running costs of your organisation, the answers in Section C should refer to your whole organisation. If you are seeking funding for a distinct programme or project, Section C must provide details about this work.

Project Costs

Project costs are a specific piece of focused work; this may be towards salary costs or the activities of a project and can include a contribution towards the associated running costs of your organisation.

Running Costs of Organisation

We are happy to provide running costs funding (where all the activities an organisation delivers fits our priority areas). Our standard Terms and Conditions of Grants (available on our website) give more detail about what we consider to be running costs.

5. What are you seeking funding for?

Please provide a brief description of what you are asking The Henry Smith Charity to fund e.g. 'Towards three years' salary of a Project Manager at a project providing befriending activities for older people'. (50 Words)

6. Who is your work designed to support and what are their needs?

Describe the needs and characteristics of the people you are supporting and the issues they face. Please provide your own data, information from beneficiaries or other organisations and/or independent research in the area as appropriate, to support the case that you are making. (500 Words)

7. For the grant you are requesting state the number of:

If your request is for a grant towards the running costs of your organisation, answers may be the same as question 2.

Staff (full-time equivalent)

Please state the number of FTE staff needed to deliver the work you are asking us to contribute to. We consider a full-time job is 35 hours per week. To calculate FTE, add all the hours your paid staff (FT/PT and sessional) work a week and divide by 35.

Volunteer

Please provide the number of individual volunteers involved in the delivery of the work you are seeking funds from us for. Volunteers are those who work without payment or other formal compensation for their time or services. Do not include Trustees.

People directly helped each year

How many people have directly benefited from the work over the last 12 months. Please don't include indirect beneficiaries e.g. family members or the wider community, unless they are the prime focus of your service. (If you are requesting funding for work that you have not delivered before, please provide an estimate for the number of people you will support).

If you have not been able to provide the number of people helped using the method given in the help text, please explain how you have calculated the figure stated.

We understand that organisations can record their user numbers in different ways so if the figures above have been calculated differently from the way we ask, please explain how you have reached the figure provided. (100 Words)

8. Please select the priorities that you are working towards from the list below.

All the grants we make must meet one of our priorities. A full description of each of the priority areas can be found in the outcomes framework on page 2 of the funding guidelines. Some applicants may be working towards more than one priority. If this is the case you can identify up to three priorities that fit your work. Please note, you do not need to address more than one priority. Applications will be assessed on the quality of their work rather than the number of priority areas they are working towards. All of our priorities are of equal importance to us. If you receive a grant you will be expected to report on the progress you have made in each of the priority areas selected.

1st Priority
2nd Priority
3rd Priority

9. Describe the work you are asking us to fund.

We want to understand what you plan to deliver and over what period. This is likely to include information about:

- *The type of service(s) provided (e.g. information, advice, training, and advocacy)*
- *Who delivers the service(s) (e.g. youth worker, advocate, counsellor or volunteer)*
- *The average length of time you work with individuals (e.g. 6 weeks, a year)*
- *Duration of sessions (e.g. 2 hours)*
- *Frequency of contact (e.g. daily, weekly, monthly)*
- *Where the service is delivered (e.g. care home, refuge, community centre)*
- *How the services are provided (e.g. group based, one to one)*
- *The number of people you intend to help each year*

If you are applying for a running costs grant it might be difficult to go into this level of detail for all of your services. In this case please give us an overview of the key services you deliver. (750 Words)

10. How do you monitor and evaluate the work that you are delivering?

In particular, we want to understand:

- How you will know if the work has been a success?
- What measures will be used?
- That the project is evaluated in such a way that gives you confidence in its results.
- What steps will you take to collect quality data to assess and improve the service?

For more information about what we look for when assessing outcomes, please see the [outcomes section](#) on our website. (300 Words)

11. Please provide outcomes evidence from work either you, or others, have delivered before to demonstrate that the work you do is effective.

Ideally we are looking for both quantitative and qualitative information, e.g. 'out of 55 beneficiaries who were supported by a befriender, 89% reported a reduction in loneliness and social isolation'.

If you are asking us to fund existing work please give us evidence from the work you've done before to show us the difference it has made to the lives of the people you support. We are looking for reliable and valid evidence to support your application. This is likely to combine quantitative and qualitative information to help us understand the extent of the change you are achieving.

If this is a new project based on work carried out elsewhere then please provide the outcomes of that work and why you think they are transferable. If there is other evidence (e.g. research or evaluations) to demonstrate why this approach is effective please include this information. (500 Words)

12. What outcomes do you hope to achieve with this funding to demonstrate that you will be addressing the priorities you have identified in question 8?

We would like you to explain the difference your work will make by setting out your intended outcomes.

In question 8 we asked you to select the priority areas you will be working towards. The Improving Lives outcomes framework (which can be found on page 2 of the [guidelines](#)) sets out the broad outcomes that we are looking for in each priority area. When we assess your work we are looking to see how well it fits with the outcomes in our outcomes grid.

For more information about what we look for when assessing outcomes, please see the [outcomes section](#) on our website. (500 Words)

13. Is there anything else that you would like to tell us about your organisation or your request for funding?

The purpose of this question is to give you an opportunity to tell us anything else which you feel is important but not covered by the questions we ask. There is no need to answer this question if you have nothing to add. (250 Words)

14. Have you delivered this type of work before? Yes No

15. Will you need to recruit any new staff with this grant? Yes No

If so, please name the post(s).

16. When do you need this funding to start?

Please provide the date you would like the funding to start. If the project is dependent on securing additional funding give the month and year you hope to have secured all the funds. It can take up to six months to advise you of our decision.

17. Where in the country will the work take place?

Please provide the geographical location of the work. This could be a town or county for example. If you are working across the UK, or across the whole of one area of the UK please be clear about this.

Section D. Financial Information

18. Summary of Last Annual Accounts

Year End Date:

Please enter the day, month and year (dd/mm/yyyy) of your last set of full accounts which must be enclosed with your application.

Income

£ *Please provide the total income received during the 12 month financial period you have stated above.*

Expenditure

£ *Please provide the total amount spent by your organisation during the 12 month financial period you have stated above.*

19. Grant Summary

Total Requested:

£ *Please provide the total amount you are requesting from The Henry Smith Charity only. The minimum is £20,000 per year. If your request is for more than one year state the sum total of all the years, not just the first year.*

Annual Amount:

Please only provide the total amount you are requesting in each year from The Henry Smith Charity. The minimum is £20,000 per year. The grant amount requested per year should not exceed 50% of the current annual running costs of your organisation.

Year 1 £

Year 2 £

Year 3 £

20. State the total budget of the work you are asking us to support.

£ *The total of all the funds you need to deliver all activities and associated running costs of this work over the period stated in question 19. If the request is towards the running costs of your organisation, the total budget will be for your organisation as a whole.*

21. How much have you already secured towards this total budget?

£ *Please provide a figure for the total secured. This should not include anticipated income or planned applications but should only include funds you definitely know you have secured.*

22. How is your project currently funded and when does this funding end?

If you are seeking funding for work you have not delivered before it is not necessary to answer this question but you must still include a budget as requested. (275 Words)

23. Please explain your fundraising strategy for the project, including details of any funds already secured and applications you have made or plan to make.

We expect you to have other options to fund this work and would expect you to have also approached local and regional funders. If this is not appropriate please tell us why. (275 Words)

Section E. Policies

24. Please confirm your organisation has an up to date safeguarding policy.

25. Please confirm that Disclosure and Barring Checks (PVG Checks in Scotland) are carried out on all staff and volunteers working with children and young people and vulnerable adults.

If Disclosure and Barring / PVG Checks are not necessary, please explain why:

We understand that there are circumstances where Disclosure and Barring checks are not necessary. If you consider this to be the case, please provide an explanation. (250 Words)

Please make sure you include the following with this form:

- A full budget for the work you are asking us to fund.
- A copy of your most recent independently inspected or audited accounts, and your most recent management accounts if your full accounts are more than 10 months old.
- A copy of relevant job descriptions.
- A copy of your constitution if your organisation is not a registered charity.

In signing this form, I confirm the above statements are true and that all the information provided in this application is correct. Knowingly providing false information will invalidate any application.

Signature: Date:

Name and Job Title:

Please send your completed application to:

**The Henry Smith Charity Applications – Improving Lives
6th Floor 65 Leadenhall Street London EC3A 2AD**

Please ensure that **all of the text** you intend to be on this form has printed out.

Due to localised technical issues, occasionally text is not being printed so please do check this before you post your application to us.

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 8 years, in accordance with our data retention policies, after which time it will be destroyed.

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.