

The Henry Smith Charity

founded in 1628

**Application Form
Improving Lives**

Application Form - Improving Lives

Please read the Improving Lives funding guidelines carefully before completing this application form. Help text is included alongside many of the questions explaining the information we need.

Where appropriate, the suggested word count for each question is shown in brackets.

Adobe Acrobat Reader: If you need help using Adobe Acrobat to use this form, please see our [Adobe troubleshooting guide](#) for further information.

Please ensure that you answer all the questions.

Section A. Basic Details

Organisation Name:

Address:



Postcode:

Website Address:

Name of Main Contact:



Job Title:



Telephone Number:



Email of Main Contact:



Charity Number:

Date Constituted:

Company Number:

Other Status:



Section B. Your Organisation

1. Give a brief description of your organisation. 

(300 Words)

2. State the number of:

Staff (full-time equivalent): 

Volunteers: 

People directly helped each year: 

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. 

(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 *i*

(500 Words)

Section C - Your Funding Request

4. What type of grant are you applying for? *i*

Project Costs *i*

Running Costs of Organisation *i*

5. What are you seeking funding for? *i*

(50 Words)

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

[Empty text box for response]

(500 Words)

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

Staff (full-time equivalent) 

Volunteers 

People directly helped each year 

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. 

(100 Words)

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

1st Priority

2nd Priority

3rd Priority

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


[Empty text box for describing the work to be funded]

(750 Words)


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

(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'. 

(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? 

[Empty text box for response]

(500 Words)

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

(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? 

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

Section D. Financial Information

18. Summary of Last Annual Accounts *i*

Year End Date:

Income:

£ *i*

Expenditure:

£ *i*

19. Grant Summary

Total Requested: £ *i*

Annual Amount: *i*

Year 1 £

Year 2 £

Year 3 £

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

£

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

£

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

(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. 

(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: 

(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.