

The Henry Smith Charity

founded in 1628

Application Form Strengthening Communities

Help Text Version

Help Text – Strengthening Communities

Please do not attempt to fill in this form - this document contains the Help Text that accompanies our application form for the Strengthening Communities 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 & Funding Request

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. What is the government Indices of Multiple Deprivation figure for the postcode where your organisation operates from?

We want our funding to reach the most disadvantaged places in the UK. For this reason we will only fund organisations both physically based and working within the bottom 10% most deprived areas for England and Scotland, and within the 15% most deprived areas for Northern Ireland and Wales, on the government Indices of Multiple Deprivation. Please use the links provided in the Strengthening Communities guidelines on page 3 to determine the figure for your organisation.

3. 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)

4. What is happening in your local community? What are the challenges it is facing?

We are interested in understanding the challenges in your local area. In this programme we want to fund organisations working in the most deprived areas. We expect you to be based in and delivering work in an area which is in the bottom 10% for England and Scotland, and within the bottom 15% for Northern Ireland and Wales, on the government indices of Multiple Deprivation. (500 Words)

5. 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. (500 Words)

6. Explain why your organisation is well placed to meet the needs of the people you want to help?

We are interested in understanding the skills and experience that you have in your organisation and would like to know how your organisation fits in the local area and what other services (if any) are already in place. (300 Words)

7. Describe the work you do.

Briefly describe the range of services your organisation provides and what do you do on a daily basis. This is likely to include information about:

- *The type of service(s) provided (e.g. weekly clubs, youth work, advice, and advocacy)*
- *Who delivers the service(s) (e.g. youth worker, sessional staff, advocate 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)*
- *How the services are provided (e.g. group based, one to one)*
- *The number of people you intend to help each year.*

(750 Words)

8. How do you monitor your work and use information to improve services for your beneficiaries?

We would like to understand how you know that the work you are delivering has been a success. What information do you collect and how is it used to inform your service delivery? (500 Words)

9. What changes do you expect to see as a result of this funding?

What changes or benefits will there be to the lives of people you help as a result of your services? Why do you believe your work makes a difference? (500 Words)

10. Please tell us how this running costs grant will help to develop or sustain your organisation.

We only fund running costs grants in the Strengthening Communities programme so, while we do not need to know exactly how you plan to spend the grant, we would like to understand how these funds will help your organisation over the life of the grant. (300 Words)

11. Do you plan to recruit any new staff over the life of this grant? Yes No

If so, please name the post(s).

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

This is 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)

13. When do you need this funding to start?

Please note it can take up to six months to advise you of our decision.

Section C. Financial Information

14. 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.*

15. 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. Except for the smallest organisations, we would not generally fund more than 50% of the projected running costs of an organisation per year therefore normally, the grant amount requested per year should not exceed 50% of the projected annual running costs of your organisation.

Year 1 £

Year 2 £

Year 3 £

16. Please provide your organisation budget for each year that you are seeking funding as stated in question 15 above.

We understand that budgets can, and do change, and that you may not have a comprehensive organisation budget for the whole three year period of a grant. However, if you are seeking funding for a three year period, as a minimum, we would expect the first year to be fully budgeted and estimates to be provided for years' two and three.

Year 1 £

Year 2 £

Year 3 £

17. How much have you secured towards your budget for next year?

£ *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.*

18. Please explain your fundraising strategy, 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. (300 Words)

Section D. Policies

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

20. Please tick to 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 of your organisation.
- 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, if you anticipate recruiting new staff in the first year of this grant.
- 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 – Strengthening Communities
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.