

The Henry Smith Charity

founded in 1628

Application Form Strengthening Communities

Application Form - Strengthening Communities

Please read the Strengthening Communities 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:

i

Postcode:

Website Address:

Name of Main Contact:

i

Job Title:

i

Telephone Number:

i

Email of Main Contact:

i

Charity Number:

Date Constituted:

Company Number:

Other Status:

i

Section B. Your Organisation & Funding Request

1. Give a brief description of your organisation. **i**

(300 Words)

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

3. State the number of:

Staff (full-time equivalent): *i*

Volunteers: *i*

People directly helped each year: *i*

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. *i*

(100 Words)

4. What is happening in your local community?

What are the challenges it is facing? 

(500 Words)

5. Who is your work designed to support and what are their needs? *i*

[Empty text box for response]

(500 Words)

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

(300 Words)

7. Describe the work you do. *i*

[Empty text box for describing work]

(750 Words)

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

[Empty text box for response]

(500 Words)

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

[Empty text box for response]

(500 Words)

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

(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? 

(250 Words)

13. When do you need this funding to start? 

Section C. Financial Information

14. Summary of Last Annual Accounts *i*

Year End Date:

Income:

£ *i*

Expenditure:

£ *i*

15. Grant Summary

Total Requested £ *i*

Annual Amount: *i*

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. *i*

Year 1 £

Year 2 £

Year 3 £

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

£

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

(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: 

(250 Words)

Please ensure 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 any 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.