

# The Henry Smith Charity

founded in 1628

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## **Holiday Grants for Children**

## **Sample Application Form**

# Holiday Grants Sample Application Form

## Your Organisation

*Please do not attempt to fill in this form - this document is a sample application form and contains the Help Text that accompanies our online application form for the Holiday grants programme.*

*Please read the Holiday Grants Funding Guidelines carefully before completing this application form. Help text is included alongside many of the questions explaining the information we need. Where you see an 'i' icon, please click on it for further information.*

*Please do not use real names or information that would allow us to identify an individual within this application form.*

*Please do not use capital letters.*

### **Organisation Name**

Please provide the name of your organisation as it is generally known.

### **Organisation Address**

### **City**

### **County**

### **Post Code**

### **Organisation Telephone Number**

### **Organisation E-mail Address**

Please enter the general email address for your organisation. Unless necessary, this will **not** be the email address we will use to contact you about your application.

### **Website Address**

If applicable

### **First Name**

Of main contact for your organisation

**Last Name**

Of main contact for your organisation

**Job Title**

(e.g. CEO)

**About your Organisation****Organisation Type**

Please select the most appropriate organisation type from the drop down menu.

**Charity Number**

If applicable

**Company Number**

If applicable

**1. Please explain what services you provide and give details of who you help? (300 words)**

**2. Please tell us about the area where your organisation works. (300 words)**

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

We are particularly interested in understanding the level of deprivation and whether the grant will be used to reduce the cost of the trip for all the children in an area of deprivation, or to fund children who would not otherwise be able to go on the trip in an otherwise relatively affluent area.

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

Your organisation's most recent audited or independently inspected accounts. Schools are not required to send accounts but must upload their most recent Ofsted report.

Please note that you will not be able to upload your document unless it is in one of the following formats: pdf, doc, docx, xls, xlsx, ppt, pptx, txt

*Please ensure that you click the 'UPLOAD' button after you have identified which files you want to upload in order to attach them.*

**Your Contact Details**

*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, please re-enter them.*

**First Name**

Of main contact for the assessment process.

**Last Name**

Of main contact for the assessment process.

**Job Title**

Please enter the Job Title of the Main Contact entered above.

**Main Contact Address****City****County****Post Code****Telephone Number**

This is the telephone number we will use if we have any questions regarding your application.

**E-mail Address**

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

**Your Funding Request**

**1. Please provide details of where and when the group trip/holiday is taking place. (300 words)**

**2. What is the aim of your trip? (300 words)**

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

The purpose of this scheme is to provide children with a recreational holiday or outing they would not otherwise have the opportunity to access. This means that we will not fund trips where the primary purpose is academic education.

**3. For trips where some or all of the attendees have disabilities, please explain how you will ensure that these children's needs are catered for. (200 words)**

We understand that, for trips where some or all of the attendees have additional needs or disabilities, parents may need to attend in a caring capacity, to enable their child to take part in the trip. Where this is the case, please explain this clearly.

#### **4. 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.

We understand that you may not have formally agreed a date yet, if this is the case please provide an approximate date - Please also note that we are not able to fund multiple trips.

#### **Date Your Trip Ends**

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

Please enter the date that your trip will end, this will allow us to record the length of the trip. We understand that you may not have formally agreed a date yet, if this is the case please provide an approximate date. If you are planning a day trip the start date will be the same as the end date.

#### **5. How many children will attend?**

Please include the total number of children on the trip.

#### **6. 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.

#### **7. Number of children without a contribution from their parent/s or carer/s.**

### **Financial Information**

**Costs of the Trip - please note we are only able to fund up to 2/3rds of the total cost of the trip**

*For help on what we are looking for in a budget, please see our Holiday Grant Budget Guidance*

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

#### **1. What is the total cost of the trip?**

#### **2. How much will it cost for each child?**

Please calculate this figure by dividing the total cost of the trip by the number of children attending.

#### **3. How much will each family pay?**

#### **4. How much have you already raised?**

Please provide the total secured only, not pending applications. If you haven't secured any funding, please enter 0.

## **5. How much are you requesting from us in total?**

Please provide the total amount you are requesting from The Henry Smith Charity only.

The minimum amount we are able to award is £500 and the maximum £2,500. We will not fund more than 2/3rds of the total costs of the trip.

## **6. If you have not raised all the money you need for your trip, what are your plans to do so? (150 words)**

We understand that you may not yet have secured all the funding you need and are interested in your fundraising plans.

## **7. Please upload a full budget breakdown.**

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

Please ensure that you click the 'UPLOAD' button after you have identified which files you want to upload in order to attach them.

Please visit our Budget Guidance for further information.

Please note that you will not be able to upload your document unless it is in one of the following formats: pdf, doc, docx, xls, xlsx, ppt, pptx, txt

## **8. Payee Name**

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

We are aware that the name a bank account is held in can differ from the operational name of an organisation, please state the payee name on your organisation's bank account, this is important as we want to ensure that there are no delays processing payment if a grant is awarded. Please note we are not able to make payments to individuals.

## **Safeguarding and Welfare**

### **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.

Please visit our website for detailed guidance about what we are looking for in a good safeguarding policy. Information on Safeguarding

### **Please give specific details of your safeguarding processes and procedures for this trip. (300 words)**

## **Additional Optional Questions**

### **1. Is there anything else that you would like to tell us about this trip or your organisation? (300 words)**

You do not have to answer this question if there is nothing else that you would like to add to the information you have already provided.

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

**3. Have you experienced any technical issues whilst completing this application form? (300 words)**

**Confirmation and Authorisation**

Data protection Statement

*We shall process all personal data provided to us for the purposes of assessing your application, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here](#).*

Third party data

*No personal data concerning third party individuals should be included within your application form without their explicit knowledge that their information will be shared with the Henry Smith Charity and potentially other grant makers, and their written consent; below you will be asked to confirm this before the application can take place (or alternatively 'be made', or 'accepted').*

*Any additional excessive personal information will not be considered and immediately deleted. Can we please therefore ask that you do NOT include details of named or identifiable individuals, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, 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.*

Collaborating with other Grant Makers

*We reserve the right to disclose non-personal information, regarding your application, activities and organisation, with other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.*

Detection of fraud

*We reserve the right to share personal information to detect and prevent fraud and do not require your consent.*

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

**I confirm that the written agreement and permission (to pass their personal information to the Henry Smith Charity) for all individuals identified in our application has been obtained.**

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