The Henry Smith Charity

founded in 1628

Christian Projects

Sample Application Form

Henry Smith Charity Christian Projects Application Form

Your organisation

Organisation Contact Details

Please note: On the longer questions on this form there is a spell check function which can be accessed by clicking where you see a small tick by the left of the answer box; and where you see an ' i ' icon you can click on it for further information.

1. Organisation Name

2. Organisation's Legal Name
Please provide the legal name of your organisation as we are aware it can differ from your operational name.

3. Prefix   First Name   Last Name
Of main contact for your organisation   Of main contact for your organisation

4. Job Title
(e.g. CEO)

5. Address of Organisation

City

County   Post Code

6. Organisation E-mail Address   ### 7. Website Address
If applicable

About Your Organisation

8. Briefly describe the range of services or support your organisation provides.
Please provide details of the work your organisation does on a day to day basis.

9. Explain the needs and characteristics of the people you provide services to.
We would like to know more about the people that you deliver your work to, the needs that your work is addressing and how people find out about you and the activities you deliver.

10. Organisation Type

11. Charity Number   Date Charity Constituted
Where applicable   Where applicable

12. Company Reg Date   Company Number
Where applicable   Where applicable

13. If you are neither a Charity nor a Company please provide details of your charitable structure.
Your organisation must have charitable aims and objectives to be able to apply to us.

14. Total number for your whole organisation of:

Staff (full time equivalent)
FTE 35 hrs per week

Volunteers
Do not include Trustees/ Fundraisers

Beneficiaries
People Helped Each Year

15. If you have not been able to provide the number of people helped using the method explained in the help text, please explain how you have calculated the number your have provided.

Financial Information and Additional Documents

16. Financial Report Date
Please enter the, day month and year (dd/mm/yy) of your last set of full accounts which you must attach below.

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

Annual Income

Annual Expenditure

Net Current Assets + Investments

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

17. Please upload your Accounts.
Your organisation's most recent audited or independently inspected accounts.

18. Please upload your most recent management accounts.
If your full accounts are more than 10 months old.

Contact Details

Main Contact Details for this Request

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, you will need you to re-enter them.

19. Prefix   **First Name**   **Last Name**

Of main contact for this request.   Of main contact for this request

20. Job Title

Please enter the Job Title of the Main Contact entered above

21. Address

Please enter the most appropriate address to use for official correspondence.

City

County   **Post Code**   **22. Telephone Number**

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

23. E-mail Address

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

Request Details

Your Funding Request

24. Please select the type of grant you are applying for.

Project costs are a specific piece of focussed 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 are a contribution towards all your organisation's activities, all of which must fit our Priority Areas. We will not provide Running costs for a church.

25. What are you seeking funding for?

Please provide a brief description of what you are asking Henry Smith Charity for funding e.g. Towards two years' salary costs of a Project Worker leading worship for older people in care homes.

26. How many people will be helped each year by the work

Tell us how many people you expect will directly benefit as a result of this grant.

27. 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.

28. How do you know this work is needed?

Please provide details of how you know this work is needed, this could include evaluation evidence of work you've done before; consultations with local people; the research of others; or evidence of outcomes of a pilot.

29. What are the activities, services and outputs you are planning to provide?

Please describe the nature, depth, duration and structure of your work. If possible, give specific details of how long a typical beneficiary receives a service, how often and over what period of time.

30. Please explain how you think the work you're asking us to fund fits within the priorities of our Christian Projects Grant Programme.

Project Delivery

31. Have you delivered this work before?

32. Explain why you believe your organisation is well placed and qualified to deliver these services?

We are interested in understanding what skills and experience your organisation and your staff have to deliver this project well.

33. If you need to recruit any new staff with this grant please name the post/s

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

34. If you are applying for a specific salary, please upload the relevant job description.

If you are applying for more than one salary, please attach all relevant job descriptions in one document

Monitoring and Outcomes

Monitoring and Outcomes

35. What outcomes (practical results, changes and/or improvements in the lives of the people you help) do you hope to achieve with this funding?

Please provide specific details of the measureable short term and long term change/s you plan will happen in people's lives as a result of your work.

36. What are the outcomes of work you have done before to support your case for this funding.

whether this is a new project based on other work, the continuation of existing work, or the further development of a piece of work already piloted.

37. How will you monitor and evaluate the work you are planning to deliver with this funding (i.e. how you will know whether and to what degree it has been successful?

e.g. you may monitor regularly within the project each individual's progress in exploring their faith, or in increasing their involvement in worship, and annually review all your work to see how successful your activities are at delivering your intended aims.

Safeguarding and Welfare

Safeguarding and Welfare

38. 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.

No

39. Please check this box to confirm that Disclosure checks are carried out on all staff and volunteers working with children or vulnerable people.

No

40. Please give specific details of your safeguarding processes and procedures.

We understand that there are circumstances where a Safeguarding Policy and Disclosure and Barring checks are not necessary. If you consider this to be the case, please provide an explanation.

Budget

Budget Information

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

41. How much are you requesting from us in total?

Please state the total amount you are requesting from the Henry Smith Charity only. If your request is for more than one year, state the sum total of all the years, not just the first year.

Please note the minimum amount you can request in each year is £10,000

Amount year 1   **Amount year 2**   **Amount year 3**

42. What is the total amount required to fully fund this work/service?

43. How much have you already secured towards the total budget?

Please provide the total secured only, not pending applications.

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

If you are seeking funding towards a new piece of work it is not necessary to answer this question but you must still include a budget as requested.

45. When do you need the funding to start?

Please provide the date you would like the project to start. (Please remember it can take up to 6 months to advise you of our decision). If the project is dependent on securing additional funding give the month & year you hope to have secured all the funds.

Financial Documents

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

46. Please upload a summary of other funding applications you have made (or plan to make) towards this work.

We expect you to have other options to fund this work even if you are requesting the full project costs from us. Please state which other funders or donors you have approached and for what amounts.

47. Please upload a full budget breakdown for your project or organisation (whichever is applicable) for the years you are asking us to fund you in.

We are able to fund on a full costs recovery basis

Confirmation and Authorisation

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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.

48. 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.

49. 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.

50. Please could you tell us where you found out about this grant programme?

Referees: Please note, we may ask you for the contact details of two referees during the course of our application and assessment process so please be prepared to provide details if required.