

Application form for Organisations to apply for grants over £1,000

Please read these notes before starting your application

- 1 **This form is for organisations to apply for grant support.** There is a different procedure for grants up to £1,000 (see our website) and for individuals. Please contact our office for the correct form.
- 2 **The Hampstead Wells and Camden Trust (“HWCT”) has key requirements in the charitable objects which you need to cover in your application.** These are explained on our website: www.hwct.org.uk. You need to be aware of the following:
 - a. **People who benefit from the work described in this application must live in the Trust’s “Area of Benefit”;** although your organisation need not be based in the area. The “Area of Benefit” is shown on the HWCT website both as a map and a list of street names. It covers NW3 with parts of NW6 and NW8 included.
 - b. **In broad terms, HWCT provides grants for:**
 - i. *The relief and prevention of poverty*
 - ii. *The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage, and*
 - iii. *The advancement of health.*
 - c. **HWCT can provide grants for any purpose that meets the above;** it can finance salaries and running costs for existing services for example. You do not need to have a new “project” as such.
 - d. **HWCT funds charitable work by properly constituted organisations** but you do not need to be a registered charity.
- 3 **HWCT receives many applications and strongly recommends that a) you answer questions concisely, avoiding repetition and b) keep within word limits, using Arial Font 11.** Separate reports and specific documents can be added in support. Please keep the length of these to a minimum; long applications do not add to their impact.
- 4 **While grants are normally for a year, multi-year grant applications can also be considered** but please contact the office before submitting an application for more than a one-off grant.
- 5 **Your application will be presented to the Grants Committee which normally meets four times a year.** Deadlines for submission of completed forms can be found on our website. If your application is unclear, requires editing or further queries, it may need to wait for a later Grants Committee meeting. Trustees may also want to meet you before or after considering the application. Please allow enough time for this process before the starting date of your proposed project or activity.
- 6 **Please remember to include the other documents listed at the end of this form.** Applications which do not comply may be returned.
- 7 **Applications will be acknowledged.** If you have not heard from HWCT in two weeks from submission, please contact the office to check your application has been received.

Attachments to be included – please comment in your covering letter if any are not available:

- A covering letter on your letterhead
- The latest financial report with full final accounts including balance sheet and income statement
- Job specifications for any posts which are to be funded by HWCT in full or part
- Current annual budget for your organisation
- An example of how you will provide reviews to allow HWCT to monitor progress – see Part F

Privacy Policy: by making this application, you agree that HWCT may keep and analyse the information provided (your data) as a record in paper and/or electronic form. You also acknowledge that you have read and agree with the privacy policies as set out on the HWCT website.

PART A: Basic Information

- A1** Name of applicant's organisation¹
- A2** Type of organisation (charity, CIO etc.)
- A3** (If applicable) Registered charity number
- A4** Date founded / established
- A5** (If applicable) registered company number
- A6** (If applicable) Name of parent/group organisation
- A7** Organisation website URL: www.
- A8** Name of contact person at applicant's organisation
- A8b** Position held in organisation
- A8c** Contact telephone number
- A8d** Contact e-mail²
- A9** Address for correspondence
- Postcode
- A10** Please indicate a category for your application³
- Advocacy / Advice / Employment / Training
 - Community Support
 - Education / Play / Arts / Leisure
 - Health / Mental Health / Disability
 - Homelessness / Housing / Family Support
 - Debt / Debt Advice
- A11** How did you hear of HWCT?

¹ Indicate if there is a different legal name from the name you are usually known as

² Please include a direct email not a generic one for your organisation (such as info@....)

³ This is for our guidance only. If you are unsure please ask our office.



PART B: About your organisation

B1 Aims and objects of your organisation⁴

B2 Main activities of your organisation (provide numbers of people employed and helped etc. and amounts of money involved to give a context of the scale of activities)

B3 Numbers of people working with the organisation:

Full time: _____ **Part time (total not Full Time Equivalents):** _____
Trustees: _____ **Regular Volunteers (Estimated):** _____

B4 Describe briefly your management structure (attach chart if needed):

B5 Do you have permanent premises (e.g. owned, or leased with more than three years remaining etc) from which to operate? Please indicate address, if not as shown in A above

B6 Summary of finances based on audited/approved accounts. Please use 1) for last reported year and 2) for the previous year's figures.

Financial Year Ending Month/Year	Total Income Received £	Total Expenses £	Unrestricted Reserves at end £
1)			
2)			

⁴ Based on a summary of charitable objects of your organisation

B7 Please set out below as percentages the breakdown of your income over the last two financial years in terms of the following sources

	Year:	Year:
<u>Source of Income</u>	%	%
Camden Council		
Other Public Funding		
Trusts/Foundations, Corporates, Lottery		
Public and Crowdfunding		
Others (please identify significant sources)		

B8 Feel free to add any comments which may help HWCT understand your organisation and its finances

PART C: Project or activity for which funding is sought

C1: Name of project or activity:

C2 The value of grant requested from HWCT⁵:

C3: Where will the project or activity be located?

C4 (For projects) Start and completion dates proposed

C5 Summarise the main purpose(s) of the project or activity:

C6 Describe briefly the need for the project or activity:

C7 How was the need assessed? (*Describe your research methods*)

C8 Who else is providing comparable services within the HWCT Area of Benefit?

⁵ Amount requested from HWCT – please ensure all other sources or potential sources are shown in section D



C9 Outline what will be provided by the project or activity

C10 Beneficiaries:

C10.1 Describe the range of people who will benefit from your service/activity (include age, gender and ethnicity or targets where appropriate)

C10.2 Number of people to benefit directly and period of benefit

C10.3 How many people who will benefit are resident in the Trust's area of benefit⁶?

C11 Explain why your organisation should be funded to carry out the project or activity and how it will do so.

C12 (If applicable) describe planning or consents from other parties required for the project or activity; what stage have any applications reached?

⁶ Please refer to HWCT's website for details of the area or ask us as this is a key question in terms of HWCT's charitable objects.

If the project or activity benefits people outside the Area of Benefit, please include a breakdown of how many are inside and elsewhere and how HWCT funding can be focussed on the Area of Benefit.

PART D: Funding for your project or activity

D1 Total cost of the project or activity £

D2 List main expenditure headings and amounts

D3 What income has already been raised? *(List amounts and main sources):*

D4 What other funders are currently considering the proposal? *(Indicate amounts and when you expect a reply. Do any applications rely on matched funding?)*

D5 What is the current shortfall? *(How do you plan to cover this? When will this be final?)*

D6 Other comments on funding this project or activity:

Part E: Measurement of impact and outcomes ⁶

E1 Describe the impact that your organisation intends for the project or activity to have on the beneficiaries (e.g. what will change for beneficiaries?).

E2 How will you know that this impact/benefit has been achieved? (e.g. measuring outcomes and/or seeking feedback). Can you propose key performance indicators (KPIs)?

E3 Will this project or activity continue after the funding you are applying for comes to a close? If so, what form might this take and how do you plan to work towards this?

E4 Any other comments on demonstrating impact in our area of benefit?

⁶ The measurement of impact is essential to HWCT to ensure that our financial support is really making a difference to the people involved, in line with our charitable objects.

PART F: Review and monitoring of project or activity

F1 Describe in detail (including sources of information) how you propose to report to HWCT on progress and the impact of your work if you receive a grant. Providing reports will be a condition of any grant by HWCT. Please provide examples if you can.

PART G: Signature of application form

HWCT will use the personal information about any individual contacts/referrers provided in this form and elsewhere to review, administer the application and monitor any grant which is to be considered or may be awarded. By signing this form you agree and confirm on behalf of your organisation that:

- ✓ HWCT may so use such information and retain it in its files without further reference; and
- ✓ You have read and understood the data and privacy information on the HWCT website; and
- ✓ HWCT may take up references or make other enquiries as it sees fit in relation to this application; and
- ✓ HWCT's decision is final
- ✓ You have a safeguarding policy in place and undertake DBS checks as needed

Signature:

Name:

Status/Job Title:

Telephone number:

Date of application:

**Return this application to: The Hampstead Wells and Campden Trust,
62 Rossllyn Hill, London, NW3 1ND or by email to: grant@hwct.co.uk**

Please ensure that you have included the following:

- This completed application form plus a cover letter on letterhead**
- Your budget for the proposed project/activity (Question D2).**
- Your latest audited (or independently examined) financial reports**
- A current income and expenditure budget for your organisation**
- Organisation chart (if helpful for Question B4)**
- Job description(s) (if applying for a post to be funded)**
- Example of review form if possible (Question F1)**