



## Application Form for Organisational Grants over £2,000

### PART A: Basic Information

<b>A1</b>	<b>Name of applicant's organisation</b>
	<b>Any other name the organisation is known by</b>
<b>A2</b>	<b>Type of organisation (registered charity, CIO etc.)</b>
<b>A3</b>	<b>Registered charity number (If applicable)</b>
<b>A4</b>	<b>Date founded / established</b>
<b>A5</b>	<b>Registered company number (If applicable)</b>
<b>A6</b>	<b>Name of parent organisation (If applicable)</b>
<b>A7</b>	<b>Organisation website URL: www.</b>
<b>A8</b>	<b>Name of contact person at applicant's organisation</b>  <b>Position held in organisation</b>  <b>Contact's telephone number</b>  <b>Contact's direct e-mail</b>
<b>A9</b>	<b>Address for correspondence</b>
<b>A10</b>	<b>Postcode</b>
	<b>Please indicate a category for your application</b> <input type="checkbox"/> Advocacy / Advice / Employment / Training <input type="checkbox"/> Community Support <input type="checkbox"/> Education / Play / Arts / Leisure <input type="checkbox"/> Health / Mental Health / Disability <input type="checkbox"/> Homelessness / Housing / Family Support <input type="checkbox"/> Debt / Debt Advice

**A11** How did you hear of HWCT?

**PART B: About your organisation as a whole.**

**B1** Aims and objects of your organisation (your charitable objects)

**B2** Main activities of your organisation (including some information on the scale of activity such as numbers of people you work with, and the organisation's area of benefit):

**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 from which to operate? (e.g. owned, or leased with more than three years remaining, etc). 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

	Financial year ending (Month/Year)	Total income received £	Total expenditure £	Unrestricted reserves at year end £
1)				
2)				

<b>B7 Breakdown of your income over the last two financial years as a percentage from the following sources</b>		
<b>Source of Income</b>	<b>Year:</b>	<b>Year:</b>
	<b>%</b>	<b>%</b>
<b>Camden Council</b>		
<b>Other public funding</b>		
<b>Trusts/foundations, corporates, Lottery</b>		
<b>Public and Crowdfunding</b>		
<b>Other (identify significant sources)</b>		
<b>B8 Feel free to add any comments which may help HWCT understand your organisation and its finances</b>		

**PART C: Activity or project for which funding is sought**

<b>C1</b>	<b>Name of activity or project:</b>
<b>C2</b>	<b>Where will the activity or project be based?</b>
<b>C3</b>	<b>(For projects) Start and completion dates proposed</b>
<b>C4</b>	<b>Summarise the main purpose(s) of the activity or project</b>
<b>C5</b>	<b>Outline the work for which you want support</b>

**C6 Describe briefly the need for the activity or project**

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

**C8 Who else is providing comparable services within the HWCT Area of Benefit? Do you collaborate with them?**

**C9 Who will benefit from this work?**  
**Tell us the range of people** (e.g. age, gender and ethnicity)

**How many will benefit directly and for how long?**

**How many of them live or work in the Trust's Area of Benefit?** (If some are outside the area, tell us how we can be sure our funding would only be used in our area)

**C10 Explain why HWCT should fund your organisation to carry out this work. What does your organisation's approach and experience bring to the work?**



**Part E: Measurement of impact and outcomes**

**E1** What impact do you hope to see from this work? (What will change or improve for your beneficiaries?)

**E2** How will you know that this impact has been achieved? How will you measure outcomes and/or seek feedback. Can you propose key performance indicators (KPIs) that will show HWCT your effectiveness?

**E3** Will this activity or project 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?

## **PART F: Signature of application form**

HWCT will use the personal information about any individual contacts/referrers provided in this form and elsewhere to review and consider the application and monitor any grant which 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](mailto:grant@hwct.co.uk)**

Please ensure that you have also included the following:

- A brief covering letter on your organisation's letterhead
- Your budget for the proposed work (see Question D3).
- 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)