HOW TO COMPLETE CHRISTIAN PROJECTS GRANT PROGRAMME APPLICATION FORM

This application form is divided into two sections. In Section A, we need information about your organisation as a whole. In Section B, we need information about the work you are seeking funding for. The information included in Section B will depend on what you are applying for. If your request is for the running costs of your whole organisation, the answers in Section B should refer to your whole organisation. If you are seeking funding for a distinct programme or project, Section B must provide details about the specific project or programme. Please ensure you answer all the questions.

You must read the guidelines carefully before completing this application form. Our help text is available to guide you to provide the information that we need. Help text can be accessed by clicking the F1 button on your keyboard when your cursor is in each answer box or this form or on our Help Text Form which can be downloaded from our [website.](#) The boxes on this form will not expand, please limit your use of unnecessary formatting to ensure all the text displays in the space available. Where appropriate, maximum character limits are shown in brackets below.

Section A - Your Organisation

1. Organisation Name: Please enter the full name of your organisation.	
2. Address: Please enter the main address of your organisation which we will use for official correspondence.	
3. Post Code: There is no Help Text available for this question.	
4. Web Address: Please enter the website address of your organisation if you have one.	

5. Name of <u>Main Contact</u>: This person will be our main point of contact during the assessment process.	**6. Job Title:** Please enter the Job Title of the Main Contact entered in question 5.
7. 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.	**8. Email of Main Contact:** We will use this email address to contact your organisation throughout the assessment process, so please ensure that you provide a suitable address.
9. Charity Number (if applicable): Does your organisation have a charity registration number? If It does then please enter it here.	**10. Date Constituted:** Please enter the date your charity formally set up; this may or may not be the same as the date you registered with the Charity Commission.
11. Company Number (if applicable): If your organisation is registered as a Company with Companies House, please enter your official Company Number.	**12. Date Registered:** Please enter the date that the Company was registered.

13. Other Status:

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. **Max 100 characters**

14. Summary of Last Annual Accounts for Year End Date:

Please enter the, day month and year (dd/mm/yy) of your last set of full accounts which **must be enclosed with your application.**

Income: £	Expenditure: £	Net Current Assests + Investments: £
Please provide the total amount of income received during the 12 month financial period you have stated above.	Please provide the total amount spent by your organisation during the 12 month financial period you have stated above.	Please provide the total of your Net Current Assets and Investments added together for the year end date you have stated above.

15. Total Number for your whole organisation of: (use our Help Guide for details of how to work these out)

Staff (full-time equivalent):	Volunteers:	People helped each year:
Please state the number of full time equivalent staff employed by your organisation. We consider a full-time job is 35-hours per week. To calculate FTE, add all the hours your paid staff (full-time/part-time and sessional) work a week and divide by 35.	Please enter the number of individuals that work to deliver services or help to run the organisation, without payment or other formal compensation for their time or services. This figure should not include Trustees or people who help you fundraise.	How many people have directly benefited from your organisation's work over the last 12 months. Please don't include indirect beneficiaries e.g. family members or the wider community, unless they are the prime focus of your service**.**

If you have not been able to provide the number of people helped using the calculation given, explain how you have calculated the figure stated.

We understand that organisations can record their user numbers in different ways so if the figures above have been calculated differently from the way we ask, please explain how you have reached the figure provided. **Max 750 characters**

16. 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. **Max 1500 characters**

17. 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. **Max 1500 characters**

Section B - Your Funding Request - It is important you are clear whether this request is for a general contribution towards your organisation's running costs or for project work.

18. What are you seeking funding for?

Please provide a brief description of what you are asking Henry Smith Charity for funding e.g. Towards three year's salary costs of an Project Worker helping people with a learning disability experience fully inclusive worship. **Max 500 characters**

19. What type of grant you are applying for?

Project Costs - this may be towards salary costs or the activities of a specific project.

Running Costs - this would be the running costs of a whole organisation (you should only apply for running costs for your organisation if **all** the activities the organisation delivers firmly fit one or more of our Christian Projects Grant Programme priorities)

20. Have you delivered this work before?

Yes ☒ No ☐

Please tick the relevant box to indicate whether your organisation has delivered this work previously.

21. 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. **Max 100 characters**

22. 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. **Max 100 characters**

23. 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. **Max 1500 characters**

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

Please describe the nature of your work and how it clearly fits into one or more of our current CPGP priority areas *(please ensure you have checked our webpage for information on the kinds of projects we are interested in funding).* **Max 1500 characters**

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

Number of people helped each year –
Tell us how many people you expect will directly benefit as a result of this grant. Please do not include any indirect beneficiaries such as family members or the wider community unless they are the prime focus of your intended work.

26. Will you need to recruit any new staff with this grant?   Yes ☐   No ☐

Please tick the relevant box to indicate whether you need to recruit new staff to deliver the work you are seeking funding from us for.

If so, please name the post/s.

Please state the full job title of any post or posts which will be newly recruited to deliver this work. **Max 750 characters**

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27. 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. **Max 4000 characters**

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

Outcomes are the changes or benefits to people that happen because of the project's or organisation's services, facilities or products. Outcomes can be for individuals, families, or whole communities. 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. **Max 750 characters**

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29. Provide information on the outcomes of work you have undertaken 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.

We need evidence gathered from work you've done before, to show us the difference your work makes to the lives of the people you support. e.g. you may, as a result of working with 75 individuals, have helped 10 of them to explore their faith in a meaningful way, or seen 5 people attend an informal worship group for the first time. **Max 3050 characters**

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30. 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. **Max 1500 characters**

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31. 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. **Max 1500 characters**

Financial Information for Your Funding Request

32. Total Requested £

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.

Annual Amount: Year 1 £   **Year 2** £   **Year 3** £

Please state the amount you are requesting *in each year* from the Henry Smith Charity. **Please note:** the **minimum** request amount is **£10,000 per year.**

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33. State the total budget of the work you are asking us to contribute to £

Please state the whole cost of delivering all activities and associated running costs of this work over the period stated in question 32. If the request is towards the running costs of your organisation, the total budget will be for your organisation as a whole.

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34. How much have you already secured towards this total budget? £

Please provide a figure for the total secured, this should not include anticipated income or planned applications but should only include funds you definitely know you have secured.

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35. 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. **Max 750 characters**

*You **must attach** a full budget for your project or organisational budget if you are asking for a grant towards the running costs of your organisation (whichever is applicable).*

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36. Please explain your fundraising strategy for the project, including details of any funds already secured and applications you have made or plan to make?

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. **Max 850 characters**

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37. ☐ **Please mark this box to confirm your organisation has a Safeguarding Policy**

☐ **Please mark this box to confirm that Disclosure and Barring Checks (PVG checks in Scotland) are carried out on all staff and volunteers working with children or vulnerable people.**

If you do not feel that either of these are necessary, please explain why:

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. **Max 300 characters**

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.

✓Please use this checklist to ensure you have included the following:

☐   Fully completed, signed application form

☐   Full budget for the work you are seeking a contribution to

☐   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 relevant job descriptions

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 Position …………………………………………………………………………

Please send your completed application to:

The Henry Smith Charity
Christian Projects Grants Programme
6th Floor,
65 Leadenhall Street,
London, EC3A 2AD

We reserve the right to share information received from applicants requesting funding, and from those in receipt of funding from us, with other funders, unless an organisation expressly requests otherwise.