**Summary of Grant Application Questions – for your information**

***Please note this is is NOT the application form but a guide for you to see what questions the form contains. Before completing the online form you are strongly advised to make yourself aware of the information and guidance presented on our website.***

**Organisation Details**

A1 Organisation name

A2 Legal status (please select one of these):

 Registered Charity

Community Interest Company (CIC) – Limited by Guarantee

Charitable Incorporated Organisation (CIO)

Charitable Company (must also be registered as a charity or CIO)

Excepted Charity

A3 Registration number

A4 Date organisation formally established (mm/yyyy)

A5 Address for correspondence

A6 Organisation phone number

A7 Website address

A8 Geographical region where main activities occur (one of the following):

 Greater London

 South East England

Scotland

Wales

Northern Ireland

South West England

North East England

North West England

Yorkshire and The Humber

East Midlands

West Midlands

East of England

**Contact details**

B1 First name

B2 Last name

B3 Position within organisation/job title

B4 Tel

B5 Email

**About the Organisation**

C1 Objectives of organisation as stated in your governing document

C2 How many Trustees/Directors are on your Board

C3 How many staff do you employ (full-time equivalent)

C4 How many volunteers are active at present

C5 Which of the following policies do you have (drop down list to comprise):

 Safeguarding

Financial Procedures

Health & Safety

Equalities

C6 Your Public Liability Insurance – please state the Insurer’s name and the Policy Number

C7 Please state any Quality Marks or formal accreditation that your organisation holds

C8 Have you been funded by Hilden before (yes/no)

C9 If yes, please state most recent funding:

 When: MM/YYYY

Amount: £

**Funding request**

D1 Which programme are you applying for (choose one of the following):

 Asylum Seekers/Refugees

 Penal Affairs

D2 How much are you applying for (year 1 and year 2)

 Year 1: £……..

 Year 2: £…….

 Total: £……..

D3 What type of funding are you applying for (choose one of the following):

 Unrestricted

*(NB - you can only have unrestricted funding if all your work as an organisation meets our priorities)*

Project/Core *(project funding can be on a full cost recovery basis)*

D4 If your request is for Project/Core funding please outline how the grant is likely to be apportioned in any one year:

 Project salaries/staffing: £

 Venue hire/fees: £

Equipment: £

Management/Admin: £

General running costs: £

D5 Describe the purpose of your funding request in one sentence of no more than 15 words – “We are applying for funding to…”

D6 When would the funding start *(Please note that this should not be before 1st October 2023)* MM/YYYY

D7 Please describe in more detail what you wish the grant to support and why it is needed (max 200 words)

D8 Why are you the right organisation to do this work (max 150 words)

D9 Please outline three main differences (outcomes) the funding will support

D10 Who will be the main beneficiaries of this funding (max 50 words)

D11 How many people will directly benefit from this funding per year

D12 We want to support organisations where people with lived experience of the issues you address are actively involved in the planning and delivery of your work – please describe how you might be achieving this (max 100 words)

Supporting documents which need to be uploaded

E1 Latest independently examined or audited accounts

E2 Safeguarding and Equalities Policies (Please combine and upload as one document)

E3 Copy of your constitution or governing document and which contains your dissolution clause

Current and forecast finances for your organisation

F1 – F4 In this section you are asked to complete your forecast income, expenditure and level of free reserves for your current financial year and the next one.