**General summary of Grant Application Questions – for 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. It can often be useful to write your answers on a separate document first (and please check the word count!) before copying to the online form.***

**Organisation Details**

This section is for you to provide your organisation details – eg name of organisation, address, website address, etc.

**Registration**

In this section you will be asked to select which body you are registered with, you registration number and your date of registration so please have these to hand.

**Contact details**

In this section you provide the name and contact information for the person making the application.

**About the Organisation**

This section is where the detail of the applications starts and there are a number of questions (please adhere to any word limits shown):

* Please outline your main aims & activities as an organisation (max 150 words)
* How many Trustees/Directors are on your Board
* How many staff do you employ (full-time equivalent, eg 2.5)
* How many volunteers are active in the organisation at present
* What insurances do you hold
* Have you been funded by Hilden before (yes/no)
* If yes, please state most recent funding:

 When: MM/YYYY

Amount: £

**Organisation Finances**

You will be asked to provide the following figures for your current financial year:

* Unrestricted income
* Restricted income
* Total income
* Total expenditure

**Funding request**

Complete the purpose of your funding request in one sentence of no more than 35 words starting with – “We are applying for funding to…”

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

 Year 1: £……..

 Year 2: £…….

 Total: £……..

When would the funding start (MM/YYYY)

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

Why are you the right organisation to do this work (max 100 words)

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

How many people will directly benefit from this funding per year

How will the people you help be involved in shaping the project (max 100 words)

Please summarise the three main benefits for people that the project will deliver

Please outline how/where the grant would be spent using the headings shown

**Referee details**

You will need to provide us of the name and contact details of someone in an organisation which has funded you within the past three years

**Supporting documents**

The following will need to be provided when you submit your application:

* Latest independently examined or audited accounts
* Your certificate of registration as an NGO
* Safeguarding Policy
* Equalities Policy
* Copy of your constitution or governing document and which contains your dissolution clause

*NB – Your Data*

*The Fund obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. We will not sell this data but may share this information with relevant third parties including other funders, our external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law. Please see our website for fuller information on our Data Protection Policy.*

*In submitting this application you are deemed to give your consent to our using the data in this way.*