**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**

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 Please outline your main aims & activities as an organisation (max 150 words)

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)

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: £

D4 Describe the purpose of your funding request by completing this sentence up to 35 words – “We are applying for funding to…”

D5 When would the funding start (MM/YYYY)

D6 Please describe in more detail what you wish the grant to support and why it is needed (max 200 words)

D7 Why are you the right organisation to do this work (max 100 words)

D8 Please outline three main differences (outcomes) the funding will support

D9 How do you ensure your work is as inclusive as possible, including for Disabled people (max 100 words)

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 provided

E1 Latest independently examined or audited accounts

E2 Safeguarding and Equalities Policies

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

F1 For your current financial year please indicate your forecast for:

Unrestricted Income

Restricted Income

Total expenditure

Unrestricted free reserves at year end (ie excluding fixed assets)

With your application you will also need to upload a copy of:

* Most recent independently examined or audited accounts
* Your Constitution or similar and which shows your dissolution clause
* Your Safeguarding and your Equalities policies

*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.*